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SECRETARY OF THE AIR FORCE**



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**Civil Engineering**

**EXPLOSIVE ORDNANCE DISPOSAL  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 32-30, *Explosive Ordnance Disposal*, and identifies Air Force Explosive Ordnance Disposal (EOD) program requirements. It should be used with AFR 136-8, *Interservice Responsibility for Explosive Ordnance Disposal* (will be replaced by AFI 32-3002 (I)). It replaces Technical Order (TO) 60A-2-1-13, *EOD Incident Reporting Procedures*.

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**(USAFE) AFI 32-3001, 16 July 2003, is supplemented as follows:** This supplement applies to United States Air Forces in Europe (USAFE) Explosive Ordnance Disposal (EOD) flights. It establishes the command management program for USAFE EOD flights. It provides the necessary guidance to commanders and EOD personnel to obtain and maintain an EOD capability. This supplement requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code Section 8013. System of records notice F030AFMPA, Personnel Data System applies. Send comments and suggested changes to this supplement on AF Forms 847, Recommendation for Change of Publication, through proper channels, to USAFE EOD Headquarters, HQ USAFE/CEXE, Unit 3050 Box 10, APO AE 09094-5010.

**SUMMARY OF REVISIONS**

This interim change (IC) incorporates instructions for completing the new AF Form 3579, Explosive Ordnance Disposal Incident Reporting System (EODIRS), and attachments. Additionally, it provides guidance to perform “other than operational range” activities in support of environmental, construction, and other actions. The IC also identifies 342d Training Squadron responsibilities, clarifies the requirements and qualifications for EOD nuclear certifiers, and reestablishes the requirement (mistakenly omitted during the publishing process for the current AFI) to reaccomplish formal EOD School after significant breaks in EOD duties.

(USAFE) This revision changes the 86 CES/CED to the 435 CES/CED; adds procedures for maintaining the AFTO Form 36 for security containers; changes metrics submission requirements; clarifies VIP team worksheet submission requirements; clarifies AF Form 3579 submission requirements; includes USAFE Silver Flag in SORTS reporting; adds training documentation requirements; adds munitions forecasting requirements. Revisions are marked with a vertical bar [|] in the left margin.

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## Chapter 1

### FUNCTIONAL AREA RESPONSIBILITIES

**1.1. HQ United States Air Force.** HQ USAF/ILEOR Readiness Branch responsibilities and authorities are outlined in AFPD 32-30, Explosive Ordnance Disposal.

**1.2. HQ Air Force Civil Engineer Support Agency.** HQ AFCESA, Contingency Support Directorate (CEX):

1.2.1. Manages EOD program to meet Air Force and Department of Defense (DoD) objectives. The EOD team (CEXD) within the Contingency Support Directorate works closely with HQ USAF/ILEOR, major command (MAJCOM) EOD managers, Joint Service EOD, and government and civilian agencies to develop program guidelines, operational concepts, and manpower standards.

1.2.2. Manages, together with HQ USAF/ILEOR, the EOD Working Group (EODWG) as chartered by the CE Readiness Board. The EODWG structure, purpose, and operative functioning is outlined in the EOD Working Group Charter. The EODWG meets semiannually and has four authorized subcommittees which meet as required. They are the Policy and Programs, Operations, Training, and Equipment subcommittees. Action items generated from EODWGs are incorporated into the AF EOD Business Plan.

1.2.3. Develops and maintains the Air Force EOD strategic and business plans.

1.2.4. Coordinates force protection EOD requirements and support with MAJCOM and 820th Air Force Security Force Group.

1.2.5. Consolidates MAJCOM EOD equipment and munitions requirements for inclusion in the ACC POM.

1.2.6. Attends the annual munitions buy budget meeting as the Air Force EOD representative.

1.2.7. Oversees Air Force only Research, Development and Acquisition requirements and assists MAJCOMs, Aeronautical Systems Center (ASC) Det 63 at Indian Head, MD and WMO at Eglin AFB, FL in taskings.

1.2.8. Provides EOD unit type code (UTC) availability inputs to the Air Force War and Mobilization Plan (WMP), Volume III, Part 2.

1.2.9. Develops and publishes the Air Force EOD equipment and supplies listing (ESL).

1.2.10. Serves as Air Force focal point for EOD training matters.

1.2.11. Manages Air Force EOD manpower programs.

1.2.12. Maintain the Air Force Explosive Ordnance Disposal Incident Reporting System (EODIRS) database and all historical archives of EOD reports in accordance with AFMAN 37-139, Disposition of Air Force Records - Records Disposition Schedule.

1.2.13. Review EOD incident reports received from MAJCOMs and correct any reported deficiencies. Forward reports of actual Improvised Explosive Device (IED) incidents to the Federal Bureau of Investigation Bomb Data Center (FBIBDC) and Alcohol, Tobacco and Fire Arms Arson and Explosive National Repository Branch (ATFAENRB)

### 1.3. MAJCOMs That Have Responsibility for EOD:

#### 1.3.1. Manage and standardize command EOD programs and may:

1.3.1.1. Act as the focal point for foreign technology support.

1.3.1.2. Work with the National Guard Bureau and HQ Air Force Reserve Command (AFRC), command-gained Air National Guard (ANG), and AFRC EOD units.

1.3.1.3. Request help from other MAJCOMs as needed.

1.3.1.4. Provide EOD teams to support Force Protection missions in command Area of Responsibility (AOR).

1.3.1.5. Coordinate AOR Force Protection EOD support requirements with the MAJCOM and the 820 SFG United States Air Force Security Force Group.

1.3.2. Consult other EOD MAJCOM managers before turning back into supply or the EOD System Program Office (SPO) any EOD tools or equipment. Support Air Force Materiel Command (AFMC) requirements to validate and verify EOD procedures, tools, and equipment.

1.3.3. Analyze contingency threats, identify shortfalls between needed and standing EOD capabilities, and coordinate draft mission need statements and requirements documents (Operational Requirements Documents (ORD) and Notional Concepts) with HQ AFCEA/CEXD.

1.3.4. Review EOD incident reports originating within the command and correct any reported deficiencies. Forward all reports using the EODIRS to HQ AFCEA/CEXD within 5 working days from date received from units.

1.3.5. Ensure subordinate units comply with Federal, state, and host nation Environmental Protection Agency (EPA) requirements.

1.3.6. Identify AFRC and ANG continental United States sustainment support requirements.

1.3.7. Identify specific activities requiring standby after normal duty hours and establish EOD team contact procedures.

#### 1.3.7. (USAFE) Standby Procedures:

1.3.7.1. (Added-USAFE) Flight management ensures a qualified EOD team is continuously available and can be contacted by the host base command post. After notification, EOD flights deploy appropriate teams and equipment as soon as possible.

1.3.7.2. (Added-USAFE) EOD personnel placed on emergency response standby duty must have completed initial qualification according to paragraph 3.8. (Added-USAFE) prior to assuming standby duties.

1.3.8. Approve preliminary EOD procedures for initial operational testing and evaluations (IOT&E) when existing data does not provide procedural guidance. Send copies of these procedures to: Detachment 63, ASC, 2008 Stump Neck Road, Indian Head MD 20640-5099, after completion of the test.

1.3.9. Ensure EOD units maintain direct and indirect support capabilities for nuclear systems as defined in Attachment 1 and paragraph 2.4.

1.3.10. Submit training requirements to HQ Air Education and Training Command (AETC), using AF Form 403, Request for Special Technical Training.

1.3.10. (USAFE) Submit requirements for Advanced Access and Disablement, Advanced EOD Management and Technology, and Joint Nuclear EOD Training courses through the unit-training manager to HQ USAFE/CEXE.

1.3.11. Establish an EOD Flight physical fitness program to maintain individual strength, stamina, and aerobic capacity at a level appropriate for the EOD mission.

1.3.11. (USAFE) Regular participation (at least 3 times per week) is mandatory for USAFE EOD personnel. Provide on-duty time for the unit physical fitness program. Ensure the program provides a balanced strength and cardiovascular workout.

1.3.12. Decontaminate active and inactive weapons and disposal ranges per AFI 13-212, *Weapons Range Management and AFI 32-9004, Disposal of Real Property*.

1.3.13. (Added-USAFE) Establish a staff assistance program to ensure yearly visits of EOD units according to US European Command (USEUCOM) Directive 56-6, *USEUCOM Explosive Ordnance Disposal (EOD) Program*.

#### **1.4. Air Combat Command (ACC):**

1.4.1. Establishes, documents, and advocates Combat Air Forces (CAF) EOD equipment modernization requirements, and ensures requirements (deficiencies) are identified and included in the Agile Combat Support (ASC) Mission Area Plan (MAP).

1.4.1.1. Serves as the CAF EOD technical leader in developing, coordinating, and staffing CAF EOD requirements documentation to support the modernization process. Advocates for CAF EOD equipment modernization funding in the ACC Program Objective Memorandum (POM).

1.4.1.2. Lead Command for EOD equipment modernization, coordinates with other MAJCOM EOD managers to ensure all Air Force EOD equipment modernization needs are addressed in the Agile Combat Support MAP.

1.4.1.3. Staffs and coordinates Combat Air Forces (CAF) EOD operational requirements.

1.4.1.4. Provides EOD support for the continental United States (CONUS) nuclear weapon accident or incident Service Response Force (SRF).

#### **1.5. Air Mobility Command (AMC):**

1.5.1. Serves as focal point for EOD training program at the Air Mobility Warfare Center. The training is available for all Air Force EOD teams.

1.5.2. Provides EOD support to primary CONUS mortuary facilities.

#### **1.6. Air Force Materiel Command (AFMC):**

1.6.1. Staffs and coordinates AFMC EOD operational requirements on EOD matters for nuclear weapons integration, special weapons management, Air Base Systems, and Air Force technical support to the joint service EOD program and provides oversight for operational EOD divisions and flights.

1.6.2. Develops EOD technology (see AFRD 10-6, Mission Needs and Operational Requirements and 63-series AFIs) when the Air Staff or DoD EOD Program Board gives that responsibility to AFMC.

1.6.2.1. ASC/WMO Eglin AFB, FL: Serves as designated Program Director and integrates management of EOD Research, Development, and Acquisition (RDA) programs when directed.

1.6.2.1.1. Ensures no development or production effort is initiated without an approved ORD or Program Management Directive.

1.6.2.1.2. Investigates source of domestic/foreign non-development items that satisfy EOD requirements.

1.6.2.1.3. Provides Integrated Logistics Support (ILS) planning and management to ensure EOD programs are supportable and supported throughout the system life cycles.

1.6.2.1.4. Performs study and analysis of EOD operations, system performance, and system integration in threat environments that consider current capabilities and improvements, and determines required future capabilities.

1.6.2.1.5. Establish and maintain liaison with the National Air Intelligence Center (NAIC), and other threat agencies, as appropriate to provide threat assessment documents for EOD programs. Provide up-to-date-threat products that meet user and acquisition community needs.

1.6.2.1.6. Review ORD to identify high risk areas and potential problems for the operating and supporting commands' use in finalizing ORDs.

1.6.2.1.7. Manage execution and funding of acquisition programs and identify any disconnects.

1.6.2.2. Detachment 63, Aeronautical Systems Center (Air Force Technical Detachment supporting Joint Service EOD efforts):

1.6.2.2.1. Includes Air Force EOD procedures, tools, equipment, and training devices during weapon systems and subsystems development.

1.6.2.2.2. Submits Air Force EOD weapons systems training aid requirements to HQ Air Combat Command/Civil Engineering Readiness Explosive Ordnance Disposal Division (CEXE) for Program Objective Memorandum (POM) submission.

1.6.2.2.3. Provides a senior service member as Air Force representative to the DoD EOD Military Technical Acceptance Board (MTAB) which has approval authority for all joint service EOD tools, equipment, and procedures.

1.6.2.2.4. Manages Air Force involvement in Joint Service EOD technical orders and Joint Service EOD equipment from acquisition through deactivation and retirement of all weapon systems.

1.6.2.2.5. Manages all Air Force EOD data and hardware requirements for Air Force weapons systems undergoing acquisition or product improvement.

1.6.2.2.6. Reviews all new or altered United States munitions designs or new applications of existing designs to ensure that adequate EOD render safe procedures are available.

1.6.2.2.7. Manages all Air Force specialized 60-series non-nuclear TO accounts.

1.6.2.2.8. Represents the Air Force for Joint Service EOD technical issues and EOD intelligence matters such as (but not limited to): Non-nuclear Munitions Safety Board; Department



of Defense Explosive Safety Board (DDESB); American, British, Canadian, Australian (ABCA) agreements; and Joint Captured Material Exploitation Center (JCMEC).

1.6.2.2.9. Represents the Air Force during Joint Service Render Safe Procedures (RSP) validation/verification testing of EOD tools, equipment, and procedures.

1.6.2.2.10. Provides Air Force EOD personnel for munitions disassembly/intelligence gathering operations at Naval EOD Technology Division (NAVEODTECHDIV).

**1.6.2.3. SA-ALC/NWIO and NWTB:**

1.6.2.3.1. Publishes joint DoD and Department of Energy (DOE) nuclear EOD documents (see TO 11N-1-1, *Joint Nuclear Weapons Publication System Operating Procedures, Specifications, and Standards*).

1.6.2.3.2. Manages Air Force nuclear 60N-series technical data and EOD nuclear training aids.

1.6.2.3.3. Monitors development of nuclear weapons through the entire weapon life cycle.

1.6.2.3.4. Writes and reviews EOD characteristics for all nuclear weapons.

1.6.2.3.5. Sends members to the joint DoD and DOE EOD working groups.

1.6.2.3.6. Represents the Air Force EOD community to the DOE and its national laboratories.

1.6.2.3.7. Coordinate with military liaison offices at the national laboratories to ensure information on maintenance alterations and weapons system updates are sent to MAJCOMs via official message.

**1.7. Air Force Special Operations Command (AFSOC):**

1.7.1. Manages EOD teams and identifies personnel to support Joint and Air Force Special Operations.

1.7.2. Coordinates EOD support for the HQ USAF Special Operations School.

**1.8. Air Force Space Command (AFSPC):**

1.8.1. Supplies a trained launch vehicle EOD team to Air Force launch facilities.

**1.9. Air Education and Training Command (AETC):**

1.9.1. 366 Training Squadron:

1.9.2. Trains specialized EOD technical personnel to meet Air Force requirements.

1.9.3. Assigns an Air Force member to the Technical Training Acceptance Board (TTAB).

1.9.4. Develops, formally reviews, and coordinates EOD training curricula for Phases I and II of the Basic EOD Qualification, Air Force EOD 7-Level Craftsman Course, and Advanced EOD Training Courses.

1.9.5. Coordinates with ASC Detachment 63 to promptly procure new Air Force (single service) equipment, tools, and training devices for Naval School Explosive Ordnance Disposal (NAVSCOLEOD).

1.9.6. Appoints a qualified EOD staff member as the career development course (CDC) technical writer and ensures only graduates of NAVSCOLEOD receive the EOD CDC.

1.9.7. Assists HQ AFCESA with Interservice Training Review Organization issues.

1.9.8. 342d Training Squadron:

1.9.8.1. Develops and administers EOD training curriculum for the EOD Preliminary Course based on input from the AFCFM, career field, and Eglin Naval EOD School.

1.9.8.2. Provides and advocates for resources for the EOD Preliminary Course.

1.9.8.3. Indoctrinates and evaluates prospective EOD applicants to determine potential for successful completion of the Basic EOD Qualification Course.

1.9.8.4. Provides necessary training to prime prospective EOD applicants for advancement to the Basic EOD Qualification Course.

#### **1.10. Pacific Air Forces (PACAF) and US Air Forces in Europe (USAFE):**

1.10.1. Designate EOD units as members of the SRF for theater nuclear weapons.

1.10.2. Provide foreign clearance instructions to EOD teams as required of foreign governments and the Department of State (DOS).

1.10.3. Provide guidance and oversight for EOD curriculum at command contingency training sites.

1.10.3. (USAFE) 435 Construction and Training Squadron (CTS) EOD Element will:

1.10.3.1. (Added-USAFE) Develop curricula, plans of instruction, classroom and field presentations for task evaluation and qualification of contingency and war skill subjects identified by Headquarters Air Force Civil Engineer Support Agency (HQ AFCESA) and HQ USAFE/CEXE.

1.10.3.2. (Added-USAFE) Conducts advanced training identified by HQ USAFE/CEXE based on current and anticipated mission requirements and threats.

1.10.4. Provide Base Denial training to CE Prime Beef teams per AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*.

1.10.5. (Added-USAFE) Maintain and distribute a USAFE EOD personnel directory.

1.10.6. (Added-USAFE) Ensure the EOD Staff Officer and EOD staff are collocated.

#### **1.11. Air Force Reserve Command (AFRC):**

1.11.1. Maintains Reserve EOD forces to support gaining command contingency/wartime mission requirements.

1.11.2. Coordinates augmentation of active duty forces to meet operational requirements; e.g. range clearance, VIP missions, and sustainment during active duty deployments.

#### **1.12. Air National Guard (ANG):**

1.12.1. Maintains ANG EOD forces to support gaining command mission requirements.

1.12.2. Coordinates augmentation of active duty forces to meet operational requirements; e.g., range clearance and sustainment during active duty deployments.

### 1.13. Air Force EOD Units:

1.13.1. Supply and equip personnel to support the Air Force EOD mission.

1.13.2. Maintain a technical orders library of all required EOD publications.

1.13.2.1. (Added-USAFE) EOD flights will have the following technical orders (TO) as a minimum.

1.13.2.1.1. (Added-USAFE) Maintain two sets of 60-series Advanced EOD Publication System (AEODPS) CDs per tasked unit type code (UTC) 4F9X1, 4F9X2, and one set for in-place base support.

1.13.2.1.2. (Added-USAFE) Two copies of the 60N-6 series TO for the weapon system supported.

1.13.2.1.3. (Added-USAFE) One copy of the following TOs indexed in TO 0-1-11N, *Numerical Index to Joint Nuclear Weapons Publications*.

1.13.2.1.3.1. (Added-USAFE) TO 60N-60-0, *Principles of Nuclear EOD*.

1.13.2.1.3.2. (Added-USAFE) TO 60N-60-1, *General Information Applicable to Nuclear Weapons*.

1.13.2.1.3.3. (Added-USAFE) TO 60N-60-6, *Render Safe Procedures for Nuclear Weapons*.

1.13.2.1.3.4. (Added-USAFE) TO 11N-T74A-2, *Operation and Maintenance Instructions with Illustrated Parts Breakdown, AN/PDR-74A, Tritium Monitor Set*.

1.13.2.1.3.5. (Added-USAFE) TO 11N-20-7, *Nuclear Safety Criteria*.

1.13.2.1.3.6. (Added-USAFE) TO 11N-20-11, *General Firefighting Guidance*.

1.13.2.1.4. (Added-USAFE) EOD flights will maintain the video training tape for each system supported. Available tapes are listed in TO 60N-60-1; submit unit requirements using AFTO Form 187, **Technical Order Publication Request**, according to the instructions contained in TO 11N-0-1.

1.13.2.1.5. (Added-USAFE) Access to the current edition of the foreign ordnance intelligence manual NGIC-1142-654A-96, EOD Volume I, *World Wide Capabilities and Equipment*, and NGIC-1142-654B-96, EOD Volume II, *World Wide Ordnance of EOD Interest*.

1.13.2.1.6. (Added-USAFE) Non-60-series TOs and other service publications for operations, training, equipment maintenance, promotion testing, and deployment.

1.13.2.2. (Added-USAFE) Requests for Release of EOD Publications. Restrict information contained in EOD TOs to graduates of Naval School Explosive Ordnance Disposal. Forward requests for release of EOD publications by message to HQ USAFE RAMSTEIN AB GE//CEXE//, DET 63 INDIAN HEAD MD//CC// and NAVEODTECHDIV INDIAN HEAD MD//CODE 801//. The request must clearly state which TO, the reason for disclosure, and an EOD unit point of contact.

1.13.2.3. (Added-USAFE) Maintain a minimum of one copy of AEODP-2, *Allied Explosive Ordnance Disposal Publication Number 2*, for use during NATO Tactical Evaluations.

1.13.2.4. (Added-USAFE) Publication Familiarization. Use a publication familiarization program to ensure flight members are aware of developments, changes, supplements, and revisions to publications affecting flight operations.

1.13.2.5. (Added-USAFE) Emergency Evacuation and Disablement. During emergency evacuation operations, retain applicable TOs until all corresponding assets leave the flight's area of responsibility. During disablement, or if the situation places the publications in imminent danger of loss or compromise, the senior EOD person will ensure the TOs are destroyed.

1.13.2.6. (Added-USAFE) Training and inspections regarding security containers will be conducted according to AF TO 00-20F-2, *Inspection and Preventive Maintenance Procedures for Classified Storage Containers*. The AFTO Form 36, *Maintenance Record for Security Type Equipment*, is required for each security container. All operational and visual inspections will be documented using the AFTO Form 36 in order to maintain a historical record for the respective container.

1.13.3. Dispose of EO according to all local, state, Federal, and host nation environmental, health, and safety requirements.

1.13.3. (USAFE) Munitions Disposal and Support Requirements:

1.13.3.1. (Added-USAFE) USAFE EOD flights perform routine disposal of US munitions. EOD personnel planning and performing routine munitions disposal operations must:

1.13.3.1.1. (Added-USAFE) Comply with applicable final governing standards, or in the absence of final governing standards, comply with applicable international agreements, host nation environmental standards applicable under Executive Order 12088, *Federal Compliance with Pollution Control Standards*, and the *DOD Overseas Environmental Baseline Guidance Document*.

1.13.3.1.2. (Added-USAFE) Ensure area is secured and communication and medical support is available. Medical support required is determined by the operation and the amount of time from an Advanced Life Support (ALS) facility. Planned demolition operations 30-plus minutes from an ALS facility require a minimum of one Nationally Registered Emergency Medical Technician, Basic (NREMTB). Support to lesser operations or operations less than 30 minutes from an ALS facility, flight management may, at their discretion, opt for a lesser degree of medical support on a case-by-case basis.

1.13.3.1.3. (Added-USAFE) The EOD supervisor ensures all *Ammunition Disposition Report (ADR)* munitions are destroyed. EOD personnel certify munitions residue and scrap generated by EOD disposal operations.

1.13.4. Support Federal and Joint Service EOD taskings (i.e., United States Secret Service (USSS), VIP protection teams, and Joint Task Force-Full Accounting taskings) and issue official passports to each EOD individual.

1.13.4.1. (Added-USAFE) Provide support to the US Department of State and US Secret Service for protection of the President, Vice President, Secretary of State, and others determined by mission taskings.

1.13.4.2. (Added-USAFE) Provide support to the Defense Intelligence Agency (DIA) and Defense Threat Reduction Agency (DTRA) determined by special mission taskings.

1.13.4.3. (Added-USAFE) USAFE EOD personnel are required to maintain current US official (red) and US tourist (blue with no military clauses or stamps) passports.

1.13.5. Ensure personnel meet the requirements for demolition duty pay and document monthly qualifications.

1.13.6. Provide EOR training to base populace as directed by MAJCOM (see AFI 32-4001, *Disaster Preparedness Operations*).

1.13.7. Issue to all EOD personnel the personal retention items identified in the EOD ESL and account for non-returnable items during permanent change of station (PCS) transfers.

1.13.7. (USAFE) 435 Civil Engineer Squadron, EOD Flight (CES/CED). Purchase and store EOD individual equipment for EOD personnel assigned to the USAFE EOD staff.

#### 1.14. EOD Personnel:

1.14.1. Must meet the requirements in AFI 36-2105, *Officer Classification* and AFI 36-2108, *Airmen Classification*, respectively.

1.14.2. Complete the following formal courses every 72 months. The minimum rank and skill-level requirement for attending these courses are indicated below.

1.14.2.1. J5AZN3E871-001, *Advanced Access and Disablement*: Rank: TSgt Skill Level: 7 level.

1.14.2.2. J5AZN3E871-002, *Advanced Explosive Ordnance Disposal*: Rank: SSgt Skill Level: 7 level.

1.14.2.3. J5AZO3E871-000, *Joint EOD Advanced Nuclear Training*: Rank: SRA Skill level: 5 level.

#### NOTE: DELETED.

1.14.2.3.1. Personnel assigned to direct support units attend a formal nuclear course (e.g., *Joint EOD Advanced Nuclear Training*) or a command-unique formal course (e.g., *EUCOM EOD Nuclear Course*) every 48 months.

1.14.2.3.2. ARC forces tasked to support nuclear weapons during contingencies will attend Joint EOD Advanced Nuclear Weapons training.

1.14.3. Reaccomplish the basic EOD course when:

1.14.3.1. Assigned 48 months or longer in a non-EOD position (unless advanced EOD training is accomplished during that time).

1.14.3.2. There is a 36-month or longer break in service.

1.14.3.3. For active duty forces the AF EOD Career Field Manager, in consultation with the responsible MAJCOM, has waiver authority for this requirement on a case-by-case basis. The individual's prior service EOD history will be evaluated to ensure the individual is qualified for EOD duties, meets criteria listed in AFMAN 36-2108, and meets Air Force Quality Standards. Wavier authority for ARC forces is delegated to the ARC EOD Functional Managers.

1.14.4. Incentive Pay. EOD personnel in a valid EOD position receiving demolition pay must document monthly qualifications (see DoD 7000-14-R, *DoD Financial Management Manual*, Volume 7, Part A, August 1992).

#### 1.14.5. Personnel Reliability Program (PRP):

1.14.5.1. EOD personnel assigned to Flights that directly support a nuclear weapons mission will be coded PRP status code A and meet the requirements listed in AFI 36-2104, *Personnel Reliability Program*.

1.14.5.1.1. (Added-USAFE) All EOD personnel entering the exclusion area or no-lone zone as defined in DODI 5210.41, Security Policy for Protecting Nuclear Weapons, will be certified on the nuclear weapon system supported, current in recurring nuclear weapons training prescribed by paragraph 2.4.4.1.2.1. (Added-USAFE), and formal or interim Personnel Reliability Program (PRP) certified.

1.14.5.1.2. (Added-USAFE) The EOD disaster control group (or equivalent on-scene advisory group) representative advising the on-scene commander must be certified on the nuclear weapon system supported, current in recurring nuclear weapons training, and should be formal or interim PRP certified.

1.14.5.2. EOD personnel who do not directly support a nuclear weapons mission and do not perform frequent and regular duties requiring physical proximity to active nuclear weapons do not require PRP certification (see AFI 36-2104).

1.14.5.3. EOD units with nuclear roles only during emergencies (i.e., initial response) do not require PRP certification. However, commanders must ensure personnel responding under these conditions meet the intent of the criteria in AFI 36-2104.

1.14.5.4. ARC EOD personnel tasked to support nuclear weapons during wartime will meet the requirement applicable to the level of support (direct or emergency) provided in accordance with AFI 36-2104. Commanders should make every effort to ensure personnel assigned to these positions meet the intent of AFI 36-2104.

1.14.6. Security Clearance Requirements. Candidates for EOD School require a SECRET clearance with a Single Scope Background Investigation (SSBI) initiated. EOD personnel filling a PRP position require a Top Secret/SSBI. If the individual has satisfactorily filled a PRP position in the last five years, a five-year reinvestigation is not required (ref: DoD Directive 5210.42, *Nuclear Weapons Personnel Reliability Program*). EOD personnel supporting the President of the United States require a Periodic Reinvestigation (PR) every five years.

1.14.6.1. (Added-USAFE) USAFE EOD personnel require Critical Nuclear Weapon Design Information (CNWDI) access. Only personnel with certified access according to DODD 5210.2, *Access and Dissemination of Restricted Data*, will have access to CNWDI materials and publications. Base information security personnel may inspect the contents of EOD safes for technical application of AFI 31-401 and USAFE Supplement 1, Information Security Program Management, after verification of security clearance. This review is to verify proper marking and protection of classified material, not to review document contents.

1.14.6.2. (Added-USAFE) USAFE EOD personnel require access to North Atlantic Treaty Organization (NATO)-classified information according to AFI 31-406, *Applying North Atlantic Treaty Organization (NATO) Protection Standards*.

#### 1.15. (Added-USAFE) USAFE EOD flight chiefs will:

1.15.1. (Added-USAFE) Control the use of the EOD proficiency range.

- I 1.15.2. (Added-USAFE) Submit USAFE EOD metrics when requested by HQ USAFE/CEXE.

## Chapter 2

### OPERATIONS AND SUPPORT

#### 2.1. Nonmilitary Explosive Ordnance (EO):

2.1.1. Civil authorities are primarily responsible for the safe handling and disposal of IED, nonmilitary commercial explosives, or similarly dangerous articles located off DoD installations.

2.1.2. Per guidance in DoD Directive 3025.12, *Employment of Military Resources in the Event of Civil Disturbances*, installation commanders may, on notification from civil authorities, provide EOD assistance under the following conditions:

2.1.2. (USAFE) Requests from host nation civil authorities shall be routed through the Wing Command Post and inform HQ USAFE/CEXE. Wing commanders should ensure assistance to civil authorities complies with applicable international agreements and host nation laws, procedures, and requirements. Wing commanders should provide a senior officer qualified to make risk decisions, a staff judge advocate representative for host nation legal matters, and public information representative to support off-base EOD response.

2.1.2.1. The installation commander or designee accompanies the EOD team to the location of the incident.

2.1.2.2. An incident risk category is assigned IAW AFR 136-8. Commanders must limit exposure of EOD personnel to risk of injury or loss of life unless the critical nature of the threat to the civilian population clearly justifies the risk. Base the risk decision on a joint assessment of the incident by the senior EOD representative and the on-scene commander.

2.1.3. Non-DoD toxic or hazardous materials are not taken to military installations for storage or disposal unless:

2.1.3.1. The situation is clearly an emergency or lifesaving operation.

2.1.3.2. Formal agreements exist with other Federal agencies (i.e., Memorandum of Understanding between DoD and the Bureau of Alcohol, Tobacco, and Firearms).

**2.2. Military Explosive Ordnance.** The U.S. Army normally handles EOD operations within the CONUS. The exceptions to this policy occur when the EO is located on installations, dispersal bases, assigned operational areas, or in the physical possession of another service.

2.2.1. **EXCEPTION:** The first service to discover an incident involving EO of another service or Federal agency must take immediate actions to prevent or limit damage or injury. Report incidents occurring in another service's operational area according to the procedures of the responsible service. The closest EOD unit should respond immediately with the understanding that the responsible service retains operational control.

2.2.2. **EXCEPTION:** Qualified EOD personnel from the owning service should perform RSP or continuation procedures (CP) on nuclear weapon systems unique to that particular service.

2.2.3. **EXCEPTION:** The first service to discover a transportation accident or incident involving Federally-owned or controlled EO must respond immediately, regardless of location. Notify the nearest Army Area Control Center and the nearest installation of the owning service. Get the EOD team to



the scene as soon as possible (within 4 hours). Use the fastest mode of transportation available. The objective is to prevent or limit loss of life, injury, property damage, and minimize public inconvenience. Note: The first priority is an immediate response to the accident or incident. After DoD arrives on scene, the various services can sort out responsibilities.

2.2.4. (Added-USAFE) Wing commanders must approve EOD emergency response to off-base mishaps involving aircraft or munitions of NATO allies and requests from US embassy officials. Limit EOD actions to those required to save lives and prevent further damage. Consider relevant international agreements and host nation sensitivities. Notify HQ USAFE/CEXE of any response as soon as possible.

2.2.5. (Added-USAFE) Range operations, specifically live ordnance clearance (excluding practice ammunition) will be conducted wearing the following personal protective equipment: flak vest, Kevlar helmet, and ballistic eye protection, as a minimum. If a situation presents compelling reasons to deviate from this standard, EOD team chiefs may deviate accordingly.

**2.3. Managing Hazardous Waste.** These procedures apply to all Air Force EOD units within the United States and its territories.

2.3.1. All generating, transporting, storing, treating, or disposing of hazardous waste must satisfy Resource Conservation Recovery Act (RCRA) requirements.

2.3.2. EOD units must comply with the Resource Conservation and Recovery Act (RCRA) Hazardous Waste Management Requirements to Conventional Explosive Ordnance Operations, Military Munitions Rule, and DoD Range Rule. To ensure all legal requirements are met, EOD personnel must consult the Staff Judge Advocate and appropriate Civil Engineer environmental management function before disposing of EO.

## **2.4. Exercise and Contingency Support:**

2.4.1. Core Unit Type Code (UTC). EOD teams deploy by EOD UTCs which conform to the Air Force core concept. The Air Force uses EOD UTCs in peace and war to provide for:

2.4.1. (USAFE) Maintain mobility requirements to meet emergency war orders, contingencies, exercises, and other plans.

2.4.1.1. Building equipment and explosive response sets.

2.4.1.2. Supplying technical data.

2.4.1.3. Emergency response capability.

2.4.1.4. Personnel support package.

**NOTE:** Core UTCs are designated as Lead and Follow. A Lead UTC can support one lead flying squadron for 24-hour operations without augmentation. A Follow UTC can support one lead flying squadron for 12-hour operations without augmentation but is normally assigned to a location with at least one Lead UTC. Additional UTCs support these and other non-tactical or notional requirements.

2.4.2. Plan Sourcing Procedures. MAJCOMs will:

2.4.2.1. Update, when necessary, the War and Mobilization Plan, Volume III, Part II (WMP-3, Part 2) and send an information copy to HQ AFCEA/CEXD.

2.4.2.2. Send a UTC availability listing to HQ AFCESA/CEXD between 01 and 15 April to support deliberate and crisis action planning.

2.4.2.3. Deployed teams must coordinate with Detachment 63 the number of TO sets dispatched so TO distribution can be increased to the deployed base. MAJCOMs will coordinate with Detachment 63 and HQ AFCESA/CEXD so that the deployed team can receive a new TODO account and Unit Control Number.

2.4.3. Exercise Support. Unless EOD support is readily available, MAJCOMs provide EOD teams to support all aircraft deployment exercises when munitions are used. On-site EOD support is necessary to provide safe and timely support for aircraft and munitions operations.

2.4.4. Nuclear Support Program:

2.4.4.1. Direct Support Unit (Full Capability Nuclear Support). Unit personnel are assigned in PRP positions. Personnel are trained to perform all necessary EOD actions from site stabilization to site recovery.

2.4.4.1.1. EOD personnel certify initially upon assignment to a direct support unit. Individuals certify on EOD nuclear procedures including, as a minimum, render safe procedures, continuation procedures, and component recovery tasks (identify and recover without violating warnings or safety precautions relating to all hazards).

2.4.4.1.1.1. (USAFE) EOD personnel must maintain certification on the supported nuclear weapon system while assigned to the direct support unit. Personnel certify on the weapon and modification supported.

2.4.4.1.1.1.1. EOD flight chiefs or superintendents designate EOD-qualified representatives to perform nuclear certification of EOD teams. EOD-qualified is defined as holding a duty AFSC of 3E8X1 or 32E3/4 H/K and filling a valid EOD position. The certifier must be designated in writing, JQS task-qualified, and specific weapon(s)-certified. Additionally, the certifier must meet all qualification requirements listed in the appropriate training instruction .

2.4.4.1.1.1.2. Recertification is not required unless an individual is decertified for cause. Use procedures outlined in AFI 36-2201, Vol 3, *On-The-Job Training Administration*, and 3E8X1, *Career Field Education and Training Program (CFETP)*, for decertification and recertification procedures.

2.4.4.1.1.2. (USAFE) Document certification on supported nuclear weapon system and procedures on AF Form 623a, On-the-Job Training Record–Continuation Sheet, or letter. Additional requirements determined necessary for certification by flight management may also be added.

2.4.4.1.1.3. MAJCOMs can develop certification programs to fit their needs. In developing administrative details of certification programs, keep in mind the goal of certification is enhancing nuclear surety and safety standards – not paperwork.

2.4.4.1.1.3. (USAFE) EOD personnel must successfully accomplish the following, as a minimum to certify on supported nuclear weapon system:

2.4.4.1.1.3.1. (Added-USAFE) 60N-series classroom training on supported weapon system.

2.4.4.1.1.3.2. (Added-USAFE) 60N-series practical training demonstrating weapon system knowledge, adherence to applicable safety precautions, and continuation of render safe procedures.

2.4.4.1.1.3.3. (Added-USAFE) Broken Arrow Procedures: Demonstrate (practical or table-top exercise) capability to identify and recover all hazards associated with a damaged weapon system without violating warnings or safety precautions.

2.4.4.1.1.4. (Added-USAFE) Use a weapon maintenance trainer with the correct type-3 modification for the system supported. BDU-type trainers lack some features of EOD significance and are not authorized as the sole trainer during nuclear weapons certification.

2.4.4.1.2. EOD training on direct-supported systems consists of semi-annual classroom and annual practical training. Training on all DoD systems not directly supported consists of annual classroom training (as a minimum using TO 60N-60-1 and 60N-60-6). Direct support units conduct at least one annual Broken Arrow exercise involving at least one supported system.

2.4.4.1.2.1. (Added-USAFE) EOD personnel must successfully accomplish the following nuclear training on direct support weapons systems as a minimum:

2.4.4.1.2.1.1. (Added-USAFE) Semi-annually conduct 60N-series classroom training for supported weapon system.

2.4.4.1.2.1.2. (Added-USAFE) Annually demonstrate systems knowledge, adherence to applicable safety precautions, and continuation of render safe procedures.

2.4.4.1.2.1.3. (Added-USAFE) Perform Broken Arrow Procedures Annually. Demonstrate capability to identify and recover all hazards associated with a damaged weapons system without violating warnings or safety precautions.

2.4.4.1.3. (Added-USAFE) Nuclear training and certification may be carried forward if accomplished and still current from the previous duty assignment.

2.4.4.1.4. (Added-USAFE) Failure to complete EOD nuclear training is not cause for decertification; however, individuals must be current in EOD nuclear training to perform nuclear operations.

2.4.4.1.5. (Added-USAFE) Type 3 Trainers. Formal PRP certification is not required for nuclear weapons training and certification. This is intended to ensure all personnel assigned are afforded the maximum opportunity to train and certify on assigned weapons systems. Nuclear surety and explosive safety training is required prior to weapons certification.

2.4.4.2. Indirect Support Unit (Emergency Nuclear Support). Unit personnel maintain technical data and are trained to perform those actions necessary to stabilize an incident site (excluding ARC forces). Unit personnel are not normally on PRP but can perform initial evaluation of an accident/incident and emergency render safe procedures.

2.4.4.2.1. Indirect support units certify on nuclear tasks per 3E8X1 CFETP (nuclear core task items).

2.4.4.2.2. Training consists of annual classroom training on all active DoD systems (as a minimum using TO 60N-60-1 and 60N-60-6). Indirect support units conduct at least one annual Broken Arrow exercise.

## 2.5. Supporting Very Important Person (VIP) Missions:

2.5.1. Coordinating Support. The U.S. Army is designated as the executive office for all VIP missions from the Office of the Secretary of Defense (OSD), United States Secret Service (USSS), or Department of State (DOS). They task and coordinate all missions by DoD EOD personnel, regardless of service affiliation, through the U.S. Army EOD Very Important Persons Protection Support Activity (USAEODVIPPSA). See AFR 205-12, *Secret Service Support*, for cost recovery procedures.

2.5.1.1. AFR 205-12 outlines VIP support mission requests. Approval authority rests with the MAJCOM EOD functional manager. Approval for ANG EOD support, before nationalization, rests with the individual state adjutant general.

2.5.1.1. (USAFE) Following a VIP mission tasking from HQ USAFE/CEXE, written or verbal, promptly submit VIP Team Information Worksheets to HQ USAFE/CEXE for consolidation and forwarding to EUCOM and VIPPSA. Utilize the VIPPSA-issued Microsoft Word format only.

2.5.1.2. All MAJCOMs:

2.5.1.2.1. Coordinate and facilitate VIP support missions directly with their respective EOD units.

2.5.1.2.2. Promptly send all mission information to the tasked unit.

2.5.1.2.3. Ensure EOD personnel comply with mission requirements.

2.5.1.3. MAJCOMs located in the CONUS:

2.5.1.3.1. Designate a POC for the U.S. Army EODVIPPSA office.

2.5.1.3.2. Advise EODVIPPSA of major events or activities affecting their capability to provide EOD support.

2.5.1.3.3. Immediately alert EODVIPPSA of EOD units unable to provide assigned support due to operational commitments of higher precedence.

2.5.2. EOD Personnel Requirements for VIP Missions:

2.5.2.1. EOD personnel supporting Presidential support missions must have a SECRET or higher security clearance based on a current SECRET 5-year periodic reinvestigation.

2.5.2.2. EOD personnel receive a civilian clothing allowance while supporting USSS or DoD missions. AFI 36-3014, *Clothing Allowance for Air Force Personnel*, specifies authorized amounts, how to apply, and how to get reimbursement. Flight chiefs selecting personnel for support missions should first consider sending individuals already receiving a civilian clothing allowance.

2.5.2.2. (USAFE) Civilian Clothing Allowance. All USAFE EOD personnel are subject to taskings from the USSS and DOS, and are authorized civilian clothing allowance according to AFI 36-3014 and USAFE Supplement 1, *Clothing Allowances for Air Force Personnel*.

2.5.2.3. AFRC personnel must be serving an active duty tour of at least 30 consecutive days to be eligible to provide VIP support.

2.5.3. EOD Credentials and Pins:

2.5.3.1. USAEODVIPPSA issues DD Form 2335, **DoD EOD Credentials**, and identification pins to qualified EOD personnel performing VIP support.

2.5.3.2. Unless otherwise directed by EODVIPPSA, MAJCOMs consolidate subordinate unit requirements for credentials and submit them to U.S. Army EODVIPPSA.

2.5.3.3. Units. Send the full name, security clearance, and social security number of all personnel requiring EOD credentials to appropriate MAJCOM. On receiving credentials, units will:

2.5.3.3.1. Have the individual sign the credentials.

2.5.3.3.2. Attach to the credentials a 1-1/4 inch by 1-1/2 inch head and shoulder color photograph of the individual in appropriate civilian clothing.

2.5.3.3.3. Seal each of the two parts of the credentials separately in clear plastic laminate. Do not laminate credentials together as one piece, back-to-back.

2.5.3.3.4. Keep complete records of individuals receiving credentials and identification pins. When not in use, protect and store credentials and pins in the same manner as confidential material.

2.5.3.3.5. EOD units will provide VIPPSA with a complete inventory of pins, credentials, and placards in their possession semiannually (Jan/Jul).

2.5.3.3.5. (USAFE) Inventory DD Form 2335, Explosive Ordnance Disposal Technician Credentials and Hazardous Devices Countermeasures Manual semiannually and report the results to HQ USAFE/CEXE by 1 January and 1 July every year. Summarize previous inventory changes; include name, grade, SSAN, clearance, DD Form 2335 serial number, and disposition.

2.5.3.3.6. Forward the DD Form 2335 to the gaining organization to which the individual is transferring when the new assignment meets the criteria in paragraph [2.5.3.1.](#)

2.5.3.3.7. When an individual separates or when duties do not meet the criteria in paragraph [2.5.3.1.](#), destroy credentials locally and annotate destruction in part 3 of semiannual inventory. Note: Written official correspondence from USAEODVIPPSA takes precedence over this paragraph.

2.5.3.4. Immediately report lost DD Form(s) 2335 and identification pins to:

2.5.3.4.1. Army EODVIPPSA. Message address: CINCUSACOM/USAEODVIPPSA/FT GILLEM GA//AFYB-VIP//.

2.5.3.4.2. Executive Secretary of the Department of Defense. Message address: OSD WASHINGTON DC//ES//.

2.5.3.4.3. Nearest USSS field office.

2.5.3.4.4. Respective MAJCOM and servicing Air Force Office of Special Investigation.

2.5.3.5. Due to the access a DD Form 2335 and identification pin affords the bearer, do not use or carry them except while supporting a VIP mission. During the mission, do not leave these items unattended in hotel rooms. Keep them in your possession at all times.

## 2.6. EOD Reporting:

2.6.1. Air Force EOD Field Units will use the Microsoft Access-based EOD Incident Reporting System (EODIRS) AF Form 3579 (RCS: HAF-CE (AR) 9355) to gather and report information regarding EOD operations to their respective MAJCOM. This report contains facts and statistics for managing the Air Force EOD program. Managers use it to analyze trends, identify deficiencies, plan training, and project future activities in all aspects of the EOD program. The emergency status of this report is category level two (C-2) and requires you to continue normal reporting during emergency conditions.

2.6.1.1. (Added-USAFE) Explosive Ordnance Disposal Reporting. Complete reports using EOD Incident Reporting System (EODIRS) AF Form 3579, Explosive Ordnance Disposal Report. Maintain a copy in unit files according to AFMAN 37-139, Records Disposition Schedule. Narratives are required on all reports. End-of-month reports are not required.

2.6.1.2. (Added-USAFE) Use the three-letter command identifier USA, followed by a four-letter unit designator consisting of the first four letters of your base i.e., AVIA (AVIAno), followed by the last two digits of the current year, i.e. 03, and a three digit numerical sequence. Example: USAAVIA03001 is the first report in 2003 for Aviano. Use UPPERCASE letters for the unit identifier. Do not enter spaces, hyphens, or any other characters in the filename.

2.6.1.3. (Added-USAFE) Flights are required to populate the VIP Mission Data page when completing reports for a VIP protective mission. The IED Incident Addendum page will be completed following an actual or hoax IED incident. Flights are not required to complete the IED Incident Addendum for suspect package incidents where no IED or hoax exists.

2.6.2. EOD units will submit reports to their respective MAJCOM within 5 working days after response termination.

2.6.2. (USAFE) Submit reports electronically to HQ USAFE/CEXE. Utilize the Unit Control Number(s) as the subject line for your e-mail.

### 2.6.2.1. MAJCOMs:

2.6.2.1.1. Prepare the unit's Designed Operational Capability (DOC) statements.

2.6.2.1.2. Monitor SORTS to identify problems and determine possible solutions.

2.6.2.1.3. Consolidate and submit command recommendations with unit reports (see AFI 10-201).

2.6.3. MAJCOMs will review, approve, and forward all reports to HQ AFCES/CEXD within 5 working days from date received from units.

2.6.4. Reports will be submitted using the instructions provided with the user's manual of the EODIRS.

2.6.5. Units and MAJCOMs will also upgrade and maintain the most recent software release that is posted on the HQ AFCESA/CEXD web page.

2.6.6. Units and MAJCOMs will use the secure version of the EODIRS when submitting classified EOD reports; all classified reports will be routed through the Secret Internet Protocol Router Network (SIPRNET) .

2.6.7. HQ AFCESA/CEXD will review all EOD reports and maintain a historical database for the EODIRS.

2.6.8. When an EOD team deploys to another base with an EOD unit, the deployed EOD team must use the host EOD Unit Control Number. If a team deploys to a location without an established EOD unit, they will coordinate with their gaining MAJCOM to establish a new unit control number (UCN).

2.6.9. (Added-USAFE) Intelligence Gathering and Reporting. When encountering new or otherwise unknown ordnance, send a priority message according to TO 60A-1-1-7, Field Evaluation & Intelligence and AFJI 32-3002, Interservice Responsibilities for Explosive Ordnance Disposal, Para 10. Include the following addressees:

2.6.9.1. (USAFE) HQ USAFE RAMSTEIN AB GE//A7CXE/INOA//.

2.6.9.2. (USAFE) USAFE AFEUR RAMSTEIN AB GE//INAW//.

2.6.9.3. (USAFE) USCINCEUR VAIHINGEN GE//ECJ5-T//.

2.6.10. (Added-USAFE) Situation Report (SITREP). Submit a SITREP to the supported MAJCOM when deployed or otherwise functioning as part of an operational joint or combined task force. Obtain instructions for submitting the report from the deployed command center. Use these reports to identify situations or needs requiring higher headquarters involvement to resolve, e.g. explosive shortfalls, equipment failures.

2.6.11. (Added-USAFE) Equipment and Personnel Status. Submit EOD personnel roster and equipment updates to HQ USAFE/CEXE when requested.

## **2.7. FBI Bomb Data Center and ATF Arson and Explosive National Repository Branch.**

2.7.1. The FBIBDC and ATFAENRB collect information on IEDs and terrorist activities encountered by civil law enforcement, public safety, and military agencies, including types of IEDs found in various locations. They evaluate, record, and disseminate this data to authorized personnel and agencies participating in the program to aid in preparing contingency plans .

2.7.1.1. Collects information on IEDs and terrorist activities encountered by civil law enforcement, public safety, and military agencies, including types of IEDs found in various locations.

2.7.1.2. Evaluates, records, and disseminates this data to authorized personnel and agencies participating in the program to aid in preparing contingency plans.

2.7.2. All USAF EOD units must participate in the FBIBDC and ATFAENRB programs and will maintain the respective program publications as directed by their MAJCOM. EOD units submit requests to establish or delete accounts and unit address changes to HQ AFCESA/CEXD.

2.7.3. EOD units will not send any reports directly to FBIBDC or ATFAENRB.

2.7.3.1. EOD units will forward unclassified EOD reports involving improvised explosive or incendiary devices to their respective MAJCOMs using the EODIRS. EOD units must forward classified reports using the secured version of the EODIRS through the SIPRNET.

2.7.3.2. In turn, MAJCOMs will forward reports to HQ AFCESA/CEXD using the same security measures originated by EOD units.

2.7.3.3. HQ AFCESA/CEXD will forward a consolidated monthly EODIRS report of all IED incidents to the FBIBDC and ATFAENRB.

2.7.4. FBI and ATF documents that are preprinted with marking such as "RESTRICTED INFORMATION" and/or "LAW ENFORCEMENT SENSITIVE" will be treated as "FOR OFFICIAL USE ONLY" (FOUO).

2.7.5. Securing Restricted BDC Material. Handle FBI BDC material preprinted with the marking RESTRICTED INFORMATION as "FOR OFFICIAL USE ONLY" (FOUO) material. Destroy this material so unauthorized personnel cannot access it.

2.7.5. (USAFE) Flight management will determine disposition to meet local mission needs.

## 2.8. Other Than Operational Range Support.

2.8.1. EOD supports routine, periodic active range clearance per AFI 13-212, Volume 1, *Range Planning and Operations*. EOD units will not normally perform nor are they responsible for activities outside the scope of AFI 13-212 in relation to any range or other munitions response site.

2.8.2. Non-emergency or planned support on other than operational ranges is outside the scope of core competencies for EOD. The below listed duties are examples of tasks EOD would not be responsible for:

2.8.2.1. Third-party QAE of contracts.

2.8.2.2. Natural & cultural environmental escorts.

2.8.2.3. Research and provide ordnance information (other than emergency response).

2.8.2.4. Recurring construction support.

2.8.2.5. Sub-surface UXO recovery (e.g., area remediation that is not in support of ordnance R&D/OT&E).

2.8.2.6. Contract oversight.

2.8.2.7. Lend-lease-grant final land clearance subsequent to land use by commercial ventures .

2.8.2.8. Final land-surveys required prior to closure or re-characterization of operational ranges.

**NOTE:** MAJCOM EOD staffs may authorize performance of the above tasks for unique individual situations/operations when it provides a warskills benefit. Parameters should be established in a supplement to this AFI and in individual memorandums between the contract executing agent, unit involved, and MAJCOM EOD staff. Courtesy copy HQ AFCESA/CEXD on such memorandums.

2.8.3. Emergency support to other than operational range activities is part of the core competencies for EOD. Upon proper notification, EOD responds to any munitions emergency :

2.8.3.1. To ensure Public Safety.

2.8.3.2. To identify unknown munitions.

2.8.3.3. When there are possible chemical munitions involved (limited to emergency actions prior to arrival of specialized teams).



2.8.4. EOD will provide a one-time response to first found munitions or other emergency support as outlined in a MAJCOM EOD staff-coordinated memorandum of agreement (MOA) or other coordinating document. The MOA will include the following as a minimum:

- 2.8.4.1. Required amount of resources (equipment, explosives, personnel, time).
- 2.8.4.2. Specific responsibilities provided (EPA permits, security, medical etc.).
- 2.8.4.3. Specific responsibilities/duties military is to perform/conduct.
- 2.8.4.4. Parameters for reimbursement – fee for service – if required.

## **2.9. (Added-USAFE) Geographic Areas of Responsibility:**

2.9.1. (Added-USAFE) EOD flights will provide routine support to geographically separated and deployed units assigned to their parent wings regardless of location. Emergency support should also be provided to geographically separated units by the parent wing EOD flight, but may be provided by closest EOD unit. Support agreements should be coordinated and established as required.

2.9.2. (Added-USAFE) Support for operations and emergencies occurring off base will go to the closest unit. In most cases should be assigned as follows:

- 2.9.2.1. (Added-USAFE) 31 CES/CED: Italy, Greece, and Spain.
- 2.9.2.2. (Added-USAFE) 39 CES/CED: Turkey, Israel, Syria, Cyprus, and Lebanon.
- 2.9.2.3. (Added-USAFE) 48 CES/CED: United Kingdom, Azores, Iceland, Sweden, Finland, and Norway.
- 2.9.2.4. (Added-USAFE) 52 CES/CED: Germany, Luxembourg, Belgium, the Netherlands, and Denmark.
- 2.9.2.5. (Added-USAFE) 435 CES/CED: Germany and France.

## **2.10. (Added-USAFE) Host and Support Base Responsibilities.**

2.10.1. (Added-USAFE) Provide as required, an EOD capability briefing to host and supported installation commanders.

2.10.2. (Added-USAFE) Provide as required, orientation briefings and familiarization classes to host and support base personnel on the following:

- 2.10.2.1. (Added-USAFE) Improvised explosive device (IED) and weapons of mass destruction (WMD) safety and search techniques.
- 2.10.2.2. (Added-USAFE) Munitions orientation for fire department personnel. Present this briefing only to appropriately cleared personnel designated by the supported base fire chief or munitions support squadron commander on NATO sites.
- 2.10.2.3. (Added-USAFE) Specialized Explosive Ordnance Reconnaissance (EOR).
- 2.10.2.4. (Added-USAFE) Ordnance removal familiarization for personnel who support airfield recovery and rapid runway repair operations.
- 2.10.2.5. (Added-USAFE) Use of Document Destroyers.

2.10.3. (Added-USAFE) Establish and maintain accurate informational folders for each supported installation as determined necessary by flight management. Some supported installations may not require detailed information.

2.10.4. (Added-USAFE) Travel Documents. Prepare and maintain those documents needed to transport classified material across international borders and within national boundaries. Obtain international driver's licenses as required.

**2.11. (Added-USAFE) Disaster Response Force (DRF) Actions.** When directed, the supporting EOD flight will deploy with the DRF or meet at the mishap site. If the munitions or aircraft involved belong to a different base and the owning base sends a replacement DRF, the owning base EOD team should replace the initial EOD team if continued EOD support is needed. The initial team should remain long enough to provide continuity and additional workers as required.

**2.12. (Added-USAFE) Employment Policies:**

2.12.1. (Added-USAFE) Do not assign EOD technicians additional duties that interfere with unit mission, to include training.

2.12.2. (Added-USAFE) Application of render safe procedures (RSP) against live ordnance for training purposes is prohibited for USAFE EOD personnel without prior coordination with HQ USAFE/CEXE.

2.12.3. (Added-USAFE) Incident Response Procedures. A strict definition of incident response procedures is impossible due to the unpredictable nature of accidents or incidents involving explosive ordnance. However, some general conditions and requirements apply to all responses.

2.12.3.1. (USAFE) EOD personnel will not search in bomb threat incidents.

2.12.3.2. (USAFE) Always consider remote equipment/procedures before choosing procedures which expose personnel to hazards.

2.12.3.3. (USAFE) Always use protective equipment unless the circumstances of the incident make it impractical to do so.

2.12.3.4. (USAFE) Access to EOD procedures and techniques are restricted to qualified EOD personnel possessing a valid clearance and need to know. This information may be released to the on-scene commander when a valid need to know exists.

2.12.3.5. (USAFE) The senior EOD person present is responsible for recommending render safe procedures to the on-scene commander. All team members must know the chosen course of action. Adhere to safety precautions and wait times unless the incident is deemed a category A situation.

2.12.4. (Added-USAFE) Liaison with NATO and Foreign EOD Units. Contact with EOD personnel of other nations and services is encouraged. This contact greatly improves working relations during joint and combined operations and enhances operational capabilities. Maintain telephone numbers for other EOD units within your area of responsibility as determined by flight management.

**2.13. (Added-USAFE) Flight Administrative Requirements:**

2.13.1. (Added-USAFE) Operating Instructions (OI). Develop and maintain OIs to cover the operations listed in the following paragraphs. Develop OIs according to AFI 33-360, Volume 1, Publications Management Program. Written instructions dealing with explosives require coordination with

base or wing weapons safety office and squadron commander approval. Ensure annual review and update of OIs. OIs for similar operations may be combined. Additional OIs may be required by other governing publications.

2.13.1.1. (Added-USAFE) Recall and Alert Procedures.

2.13.1.2. (Added-USAFE) Security.

2.13.1.3. (Added-USAFE) Proficiency Range Operations.

2.13.1.4. (Added-USAFE) Response to Civil Authorities.

2.13.1.5. (Added-USAFE) Transportation of Explosives.

2.13.1.6. (Added-USAFE) Disposal Operations.

(Added) Robot Operations.

2.13.1.8. (Added-USAFE) Respiratory Protection Program.

2.13.2. (Added-USAFE) Incident Response Guides. Develop team operating guides to aid in responses to the following types of incidents. Guides may be combined.

2.13.2.1. (Added-USAFE) Conventional.

2.13.2.2. (Added-USAFE) Chemical and Biological.

2.13.2.3. (Added-USAFE) Nuclear Operations.

2.13.2.4. (Added-USAFE) Improvised Explosive Devices (IED) and Weapons of Mass Destruction (WMD).

2.13.2.5. (Added-USAFE) Aircraft.

2.13.2.6. (Added-USAFE) Overland Deployment and Air Mobility.

2.13.3. (Added-USAFE) Distribution of Messages. Defense Messaging System (DMS) messages are used to disseminate safety-related, urgent, or time-critical EOD procedures and mission-tasking directives. Flights require quick access to this information and will have procedures to obtain incoming messages.

2.13.4. (Added-USAFE) Coordinate with wing plans to review Operational Plans (OPLANs) and Contingency Plans (CONPLANs) which levy taskings or describe reciprocal support.

## Chapter 3

### TRAINING

**3.1. Training Objectives.** The Air Force EOD Training Program aims to produce professional, highly qualified, technically proficient EOD teams capable of safely and efficiently performing peacetime and wartime EOD missions. EOD proficiency training enables EOD teams to achieve and maintain a level of competency to safely and effectively deal with explosive hazards.

**3.1. (USAFE)** Train each member to meet current and potential taskings. Every member of the flight maintains technical qualifications, skills, and physical fitness commensurate with skill level and team assignment.

3.1.1. EOD team members are trained to a knowledge level sufficient to determine and observe correct safety requirements needed before and during reconnaissance, and obtain the information necessary to positively identify ordnance items and formulate an appropriate render safe or disposal plan.

3.1.2. Hands-on practical training is necessary for required proficiency. EOD team members meet acceptable performance standards, with the aid of applicable publications, by correctly performing EOD procedures without committing errors that degrade safety and risk injury.

3.1.3. (Added-USAFE) Only EOD responses have a higher priority than training. EOD personnel must maintain a high degree of individual and team proficiency.

### **3.2. Responsibilities:**

3.2.1. HQ AFCESA/CEXD:

3.2.1.1. Submits MAJCOM inputs on training topic for use in computer-based training applications.

3.2.1.2. Develops, updates, and publishes the Career Field Education and Training Plan (CFETP) and Specialty Training Standard.

3.2.2. MAJCOMs:

3.2.2.1. Recommend subject and task material in writing to HQ AFCESA/CEXD.

3.2.2.2. Set up procedures to schedule, complete, and document training requirements.

3.2.2.3. Request and manage quotas for EOD formal training courses.

3.2.2.4. Monitor personnel attendance to ensure maximum course utilization and prevent lapses in individual certifications.

3.2.2.5. Supplement the CFETP to include MAJCOM-unique requirements.

### **3.3. Training for Air National Guard (ANG)/Air Force Reserve Command (AFRC) Forces:**

3.3.1. ANG and AFRC personnel will meet all upgrade training standards established for the career field. The minimum required recurring training listed in the Standard Training Package (STP) will include all MK series tools, render safe techniques, other EOD special purpose tools available at the unit, assigned ordnance, supported aircraft, and Secret Service and State Department VIP support

requirements (AFRC ONLY). All ARC personnel filling critical Unit Type Code (UTC) positions must participate in the Silver Flag program at least every three years.

3.3.2. During periods of active duty force deployment, ANG and AFRC EOD forces augment remaining active EOD personnel as deployment and base sustainment forces. During this period, ANG and AFRC personnel receive intensive training on items identified in the theater order of battle and other foreign ordnance they may encounter during and after hostilities. Air Reserve Component forces will be proficient to the levels noted in paragraph 3.1.1. and paragraph 3.1.2. before the expected date of EOD force rotation.

**3.4. Obtaining Certification.** CONUS EOD personnel filling a critical UTC position must participate in Silver Flag Exercise Site (SFES) activities every two years. Report certification in Status of Resources and Training System (SORTS).

**3.4. (USAFE)** USAFE EOD flight personnel will participate in Silver Flag Exercise Site activities at least once every two years. Silver Flag participation is SORTS reportable.

**3.5. Standard Training Package (STP).** The STP computer disk contains the frequency and minimum training requirements for all EOD personnel. Training comes in these categories:

3.5.1. Group I - Monthly Qualification Training. Training or operations using cartridge-actuated tools, demolition explosives, or pyrotechnic devices to perform render-safe procedures (RSP) or general demolition. Includes:

3.5.1.1. Briefings on unique munitions and weapon system features and safety precautions.

3.5.1.2. Using equipment.

3.5.1.3. Equipment limitations.

3.5.2. Group II - Semiannual Training Requirements. Classroom instruction (should coincide with the Group IV schedule), including:

3.5.2.1. Assembling tools.

3.5.2.2. Brief safety precautions and key features.

3.5.2.3. Brief capabilities and limitations.

3.5.2.4. Hands-on training (if possible).

3.5.3. Group III - Annual Training Requirements. Classroom training on specific items.

3.5.4. Group IV - Practical Training and Exercise Requirements. Team exercises allow members to apply classroom knowledge to formulate plans, select and use the proper equipment, manage personnel, and direct operations to resolve incidents or accidents involving EO. Practical training will be accomplished by all team members.

3.5.4. (USAFE) Use simulations to avoid damage or costs that do not provide equal return in training benefits. For an action to be simulated, equipment, procedures, and qualified personnel must be available for actual use. Procedures that cannot actually be accomplished cannot be simulated. Complete all actions that can be done and simulate only the necessary minimums.

3.5.5. Group V - Supplementary Training. Ancillary or other specialized training is required by directive to perform general or specific additional military duties. This section may be used to record training beyond STP requirements.

**3.6. Flight Training Requirements.** All EOD personnel at flight level will participate in unit training. Training records will be maintained on all personnel assigned to operational EOD flights. If management duties prevent the senior officer and NCO of the flight from full participation in training, the following training as a minimum will be completed: monthly proficiency, nuclear weapons training (or certification), and SORTS reportable training.

3.6.1. (Added-USAFE) Records of completed training will be stored on electronic or printed media. The individual's team chief, supervisor, or certifying official will certify completion of training.

3.6.2. (Added-USAFE) Senior NCOs and officers are not required to have AF Forms 623, Individual Training Record. USAFE EOD officers and senior NCOs are required to have their training documented [ie. Nuclear training (specified in paragraph 2.4.4.1.2.1. (Added-USAFE)), monthly demolition pay certification, OSHA required training, and SORTS reportable training].

3.6.3. (Added-USAFE) Documentation, transcription and maintenance of the CFETP will be according to AFI 36-2201V3, Air Force Training Program On-the-Job Training Administration. All other training documents and dates will be maintained for 18 months.

**3.7. (Added-USAFE) Missed Training.** Make up missed training upon return to regular duty. Flight management will waive missed training only if the individual demonstrates sufficient knowledge of the subject.

3.7.1. (Added-USAFE) The following training will not be waived: Nuclear training (specified in paragraph 2.4.4.1.2.1. (Added-USAFE)), monthly demolition pay certification, SORTS reportable training, and other Air Force and command-level directed training.

3.7.2. (Added-USAFE) When training is waived, document it in the individual's training record along with the reason for the waiver. Flight management must sign the waiver.

**3.8. (Added-USAFE) Initial Evaluation and Qualification.** Newly assigned members must complete initial qualification training prior to assuming standby duties. As a minimum, initial qualification includes:

3.8.1. (Added-USAFE) Mission briefing.

3.8.2. (Added-USAFE) Base familiarization.

3.8.3. (Added-USAFE) OI familiarization.

3.8.4. (Added-USAFE) Familiarization with assigned aircraft and munitions.

**3.9. (Added-USAFE) Lesson Guides.** Lesson guides are required for the topics listed in the following paragraphs. Review lesson plans as a minimum, annually.

3.9.1. (Added-USAFE) Hazards and Search Techniques for Improvised Explosive Devices and Weapons of Mass Destruction (IED/WMD).

3.9.2. (Added-USAFE) Explosive Ordnance Reconnaissance.

3.9.3. (Added-USAFE) Ordnance Removal Training (as required).

3.9.4. (Added-USAFE) Explosive Hazards Orientation for Fire Department Personnel.

3.9.5. (Added-USAFE) Safety and Operation of Document Destroyers (as required).

3.9.6. (Added-USAFE) Smoke Grenades and Ground Burst Simulators.

**3.10. (Added-USAFE)** Joint and Combined Training. Flights may include properly cleared US Army, Navy, and Marine Corps EOD counterparts in any training activity. Informal contact with international EOD counterparts is encouraged, but contacts will remain on an unclassified basis. Information in AEODP-2 may be discussed with properly cleared NATO counterparts. Disclosure of "For Official Use Only" or classified technical information requires prior release authorization.

**3.11. (Added-USAFE)** NATO IED Training. HQ USAFE/CEXE requests and distributes quotas for the NATO IEDD course conducted in the United Kingdom. HQ USAFE/CEXE will advise units of the number of quotas obtained and will allocate quotas based on fund availability and need. 435 CTS EOD cadre manages quotas and scheduling for the British Army-sponsored IED training conducted at the CTS site. Both courses are unit funded.

## Chapter 4

### EOD EQUIPMENT AND SUPPLY LISTING (ESL)

**4.1. Overview.** The ESL identifies minimum EOD mobility equipment required to support contingency and operational plans. HQ AFCESA/CEXD publishes and distributes to MAJCOMs for implementation. MAJCOMs must use this document when determining equipment requirements for their flights. The availability of these assets are SORTS reportable.

**4.1. (USAFE)** In addition to the equipment required to support specified UTCs, each flight is authorized a base support equipment set and Baseline Equipment Data Assessment Listing (BEDAL). This set is authorized a single multiple of all line items in the USAF EOD Equipment and Supply Listing (ESL). Authorization for additional multiples requires an allowance change request submitted through local supply equipment management section.

4.1.1. MAJCOMs must adhere to the ESL requirements to standardize equipment throughout the Air Force EOD program. To ensure standardization of EOD equipment and supplies, recommended changes to any part of the ESL must have the concurrence of all MAJCOMs.

4.1.2. Individuals must maintain and protect all items issued to them. When reassigned, issued personal equipment accompanies the individual as professional equipment. The losing unit must forward one copy of the individual's AF Form 538 or a computer-generated form to the gaining unit to ensure accountability. The individual must handcarry one copy.

4.1.3. MAJCOMs provide an updated equipment spreadsheet to HQ AFCESA/CEXD semiannually (October and May). HQ AFCESA/CEXD consolidates MAJCOM inputs for use during the POM Build and Munitions Buy Budget process.

4.1.4. MAJCOMs provide HQ AFCESA/CEXD munitions expenditure data, by unit, for the period of October through April each year. This data is used to justify munitions allocations for the following year. At the same time MAJCOMs submit this munitions expenditure data, they also submit mission- or training-related justification for increases or decreases beyond the current five-year munitions forecast.

4.1.5. (Added-USAFE) Allowance Standard (AS) 456, Explosive Ordnance Disposal, is the primary AS for EOD equipment. AS 456 items coded P or L are authorized in quantities equal to authorized multiples. Send proposed changes to the ESL to HQ USAFE/CEXE for review and command approval. HQ USAFE/CEXE will forward recommendations to HQ AFCESA/CEXD.

4.1.6. (Added-USAFE) Vehicles. Each flight is authorized vehicles as specified in AS 019, Vehicles All Commands, and AS 022, Vehicles USAFE. Emergency response vehicles will be listed on the Flight's Minimum Essential Listing.

4.1.6.1. (Added-USAFE) Equip vehicles for emergency response according to base and, where practical, host nation requirements. All EOD emergency response vehicles require the following (EOD tactical vehicle requirements are listed in the ESL):

4.1.6.2. (Added-USAFE) Warning lights (rotating beacon or light bar).

4.1.6.3. (Added-USAFE) Mounted or hand-held spotlight.

4.1.6.4. (Added-USAFE) Warning triangle, first aid kit, and fire extinguisher.



- 4.1.6.5. (Added-USAFE) Twelve-volt cigarette lighter receptacle or inverter.
- 4.1.6.6. (Added-USAFE) Radio communications.
- 4.1.6.7. (Added-USAFE) Electronic siren.
- 4.1.7. (Added-USAFE) Establish a program to manage equipment and its status. Keep equipment sets ready to support all mission requirements.
- 4.1.8. (Added-USAFE) Explosive Requirements.
  - 4.1.8.1. (Added-USAFE) Maintain explosives for tasked UTCs, emergency responses, planned operations, and training according to AFCAT 21-209V1, Ground Munitions, AFCAT 21-209V2, Demolition Munitions, and the ESL.
  - 4.1.8.2. (USAFE) A minimum of two personnel from each flight, including Silver Flag, will have a login and password to the Agile Munitions Support Tool (AMST). Designate additional personnel to satisfy mission requirements. Submit names to HQ USAFE/CEXE. The Munitions User Functional Manager (MUFM) at HQ USAFE/CEXE will grant the individuals the appropriate access level and forecasting permission.
  - 4.1.8.3. (Added-USAFE) Submit annual munitions forecast utilizing the AMST. Forecasts must be submitted NLT 1 December each year. Additionally, AMST will be utilized by munitions custodians to submit out-of-cycle requests (OOCRs) and allocation transfer requests (ATRs).
- 4.1.9. (Added-USAFE) Facilities. EOD flights require sufficient workspace, office equipment, and material to accomplish their mission. Each flight requires an EOD proficiency range unless a disposal or demolition range is available and its use is cost effective.
  - 4.1.9.1. (Added-USAFE) Equip EOD operations control centers with intrabase radios with fire/crash and EOD nets, class A telephone, secondary crash net, secure telephone unit, SIPRNET (or access to one), a secure fax (or access to one), and e-mail.
  - 4.1.9.2. (Added-USAFE) EOD equipment maintenance and storage areas must be climate-controlled and have sufficient storage and workspace to perform required maintenance.
  - 4.1.9.3. (Added-USAFE) Equip EOD classrooms with projection capability for both overhead and computer generated displays, marker boards, and sufficient seating for all flight members.

**4.2. Form Prescribed. AF Form 3579, Explosive Ordnance Disposal Report.**

## **Chapter 5 (Added-USAFE)**

### **EVALUATION, SELF-INSPECTION, AND PROGRAM OVERSIGHT**

**5.1. (USAFE) EOD Quality Assurance (QA) Element.** Flight management is responsible to ensure proper oversight of the EOD program is maintained. Proper oversight will be accomplished by performing team evaluations and functional inspections.

5.1.1. (USAFE) An individual will be assigned as the flight QA focal point responsible for ensuring standardization of methods, procedures, and documentation.

5.1.1.1. (USAFE) Document team evaluations and functional inspections on AF Form 2419, Routing and Review of Quality Control Reports, or other approved form. Develop a method to track, monitor, and close identified discrepancies.

5.1.1.2. (USAFE) Ensure distribution of higher headquarters post-inspection cross-feed reports to other USAFE EOD activities.

5.1.2. (USAFE) Personnel trained and certified on the task will perform the inspection or evaluation.

**5.2. (USAFE) Team Evaluations.** These evaluations are designed to give flight management feedback on the operational capabilities of the EOD flight.

5.2.1. (USAFE) Conduct the following evaluations once per calendar year.

5.2.1.1. (USAFE) Broken Arrow.

5.2.1.2. (USAFE) Conventional.

5.2.1.3. (USAFE) Chemical and Biological (Wartime).

5.2.1.4. (USAFE) Aircraft.

5.2.1.5. (USAFE) IED.

5.2.1.6. (USAFE) WMD.

5.2.1.7. (USAFE) Demolition Operation.

5.2.1.8. (USAFE) Base Recovery After Attack.

5.2.2. (USAFE) Evaluation ratings are as follows:

5.2.2.1. (USAFE) Pass – Successful accomplishment with no equipment, technical data, or personnel deficiencies that precluded completion of the operation.

5.2.2.2. (USAFE) Fail – Any of the following constitute a failed rating:

5.2.2.2.1. (USAFE) The team commits a major safety error.

5.2.2.2.2. (USAFE) The team demonstrated a lack of professional competence to such a degree that the specific operation being evaluated could not be completed.

5.2.2.3. (USAFE) Re-evaluate the team or individual after remedial training has been accomplished, preferably within 30 days.

5.2.3. (USAFE) The evaluator will prepare scenarios for team evaluations. Design practical scenarios to assess how a team applies collective knowledge, experience, and efforts to arrive at decisions and pursue logical courses of action.

5.2.4. (USAFE) Simulations will be kept to a minimum to enhance realism.

**5.3. (USAFE)** Conduct functional area inspections yearly (once per calendar year). Self-inspections will not be used to fulfill this requirement.

5.3.1. (USAFE) Nuclear Surety Operations.

5.3.2. (USAFE) Vehicles.

5.3.3. (USAFE) Supply.

5.3.4. (USAFE) Technical Data.

5.3.5. (USAFE) Operations and Deployment.

5.3.6. (USAFE) Administration.

5.3.7. (USAFE) Training.

5.3.8. (USAFE) Equipment.

**5.4. (USAFE)** Inspections, evaluations, and staff assistance visits conducted by outside agencies may be used to fulfill the yearly evaluation and inspection requirement as long as a formalized report is provided. Ensure report is included in QA documentation.

**5.5. (USAFE)** Unit Inspection Guides. Review and revise guides annually. Utilize HQ-provided format. Submit revisions to HQ USAFE/CEXE for approval and distribution. Use guides at unit level to conduct quality assurance functional inspections and team evaluations. Offices of primary responsibility are:

5.5.1. (USAFE) 31 CES/CED: Training, Conventional Munitions Operations, Nuclear Surety Operations.

5.5.2. (USAFE) 39 CES/CED: Vehicles and Supply.

5.5.3. (USAFE) 48 CES/CED: Technical Data, Operations and Plans, Deployment Operations.

5.5.4. (USAFE) 52 CES/CED: Aircraft Operations, Administration, and Range Operations.

5.5.5. (USAFE) 435 CES/CED: Chemical Munitions Disposal Operations, Improvised Explosive Device Operations and Weapons of Mass Destruction (WMD), and Equipment.

MICHAEL E. ZETTLER, Lt General, USAF  
DCS/Installations & Logistics

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References*****Departmental Publications**

AFPD 10-6, *Mission Needs and Operational Requirements*

AFI 10-201, *Status of Resources and Training Systems (SORTS)*

AFI 10-210, *Prime Base Engineer Emergency Force Program*

AFI 13-212, *Weapons Ranges Management*

AFPD 32-30, *Explosive Ordnance Disposal*

AFI 32-4001, *Planning and Operations*

AFI 32-9004, *Disposal of Real Property*

AFI 36-2104, *Nuclear Weapons Personnel Reliability*

AFI 36-2105, *Officer Classification*

AFI 36-2108, *Airman Classification*

AFI 36-3014, *Clothing Allowance for Air Force Personnel*

AFMAN 37-139, *Disposition of Air Force Records - Records Disposition Schedule*

AFR 136-8, *Interservice Responsibilities for Explosive Ordnance Disposal*

AFR 205-12, *Secret Service Support*

**DoD Directives, Regulations and Instructions**

DoD 3025.12, *Employment of Military Resources in the Event of Civil Disturbances*

DoD 5160.62, *Single Manager Responsibility for Military Explosive Ordnance Disposal Technology and Training*

DoD 5210.42, *Nuclear Weapon Personnel Reliability Program*

DoD 7000-14-R V7, PTA, *DoD Military Pay and Allowances Entitlements Manual*

**Technical Orders**

TO 11N-1-1, *Joint Nuclear Weapons Publications System Operating Procedures, Specifications, and Standards*

TO 60A-1-1-7, *Field Evaluation and Intelligence*

TO 60N-60-1, *EOD Procedures, General Information Applicable to Nuclear Weapons*

TO 60N-60-6, *EOD Procedures, RSP for Nuclear Weapons*

**Miscellaneous Instructions**

OPNAVINST 5513.3, *Implementation of EOD Non-nuclear Classification Guide*

**(USAFE) References**

Executive Order 12088, Federal Compliance with Pollution Control Standards

DOD Overseas Environmental Baseline Guidance Document

DODI 5210.2, Access and Dissemination of Restricted Data

DODI 5210.41, Security Policy for Protecting Nuclear Weapons

AFCAT 21-209V1, Ground Munitions

AFCAT 21-209V2, Demolition Munitions

AFJI 32-3002, Inter-service Responsibilities for Explosive Ordnance Disposal

AFI 31-401, Managing The Information Security Program

AFI 31-406, Applying North Atlantic Treaty Organization (NATO) Protection Standards

AFI 36-2101, Personnel Reliability Program

AFI 36-2201V3, Air Force Training Program On-the-Job Training Administration

EUCOM Directive 56-6, EUCOM EOD Program

AEODP-2, Allied Explosive Ordnance Disposal Publication Number 2

NGIC-1142-654A-96, EOD Volume I, World Wide Capabilities & Equipment

NGIC-1142-654B-96, EOD Volume II, World Wide Ordnance of EOD Interest

TO 00-5-2, Technical Order Distribution System

TO 00-20F-2, Inspection and Preventive Maintenance Procedures for Classified Storage Containers

TO 0-1-11N, Numerical Index to Joint Nuclear Weapons Publications

TO 0-1-60-1, Numerical Index & Requirement Table

TO 11N-0-1, Numerical Index to Joint Nuclear Weapons Publications

TO 11N-20-11, General Firefighting Guidance

TO 11N-20-7, Nuclear Safety Criteria

TO 11N-35-7, Inspection Records

TO 11N-T74A-2, Operation and Maintenance Instructions with Illustrated Parts Breakdown, AN/PDR-74A, Tritium Monitor Set

TO 60N-60-0, Principles of Nuclear EOD

DTRA AR-40H, Weapons of Mass Destruction Terms Handbook

**Abbreviations and Acronyms**

**ACC**—Air Combat Command

**ACC/CEXE**—Civil Engineering Readiness Explosive Ordnance Disposal Division

**ABCA**—American, British, Canadian, Australian Agreement

**AETC**—Air Education & Training Command  
**AFCESA**—Air Force Civil Engineer Support Agency  
**AFI**—Air Force Instruction  
**AFJI**—Air Force Joint Instruction  
**AFMC**—Air Force Materiel Command  
**AFPD**—Air Force Policy Document  
**AFRC**—Air Force Reserve Command  
**AFSOC**—Air Force Special Operations Command  
**AFSPC**—Air Force Space Command  
**AMC**—Air Mobility Command  
**ANG**—Air National Guard  
**AOR**—Area of Responsibility  
**ANGRC**—Air National Guard Readiness Center  
**ARC**—Air Reserve Component  
**ASC**—Aeronautical Systems Center  
**BDC**—Bomb Data Center  
**BEEF**—Base Engineer Emergency Force  
**CAF**—Combat Air Forces  
**CASP**—Computer Automated Software Program  
**CDC**—Career Development Course  
**CE**—Civil Engineer  
**CEX**—Civil Engineer Contingency Support Directorate  
**CEXD**—Civil Engineer Explosive Ordnance Disposal Division  
**CFETP**—Career Field Education and Training Plan  
**CONUS**—Continental United States  
**CP**—Continuation Procedures  
**DDESB**—Department of Defense Explosive Safety Board  
**DOC**—Designed Operational Capability.  
**DOD**—Department of Defense  
**DOE**—Department of Energy  
**DOS**—Department of State  
**EO**—Explosive Ordnance

**EOD**—Explosive Ordnance Disposal  
**EODWG**—Explosive Ordnance Disposal Working Group  
**EOR**—Explosive Ordnance Reconnaissance  
**EPA**—Environmental Protection Agency  
**ESL**—Equipment Supply Listing  
**FBI**—Federal Bureau of Investigation  
**FOUO**—For Official Use Only  
**IED**—Improvised Explosive Device  
**ILEOR**—Installations Logistics Engineering Operations Readiness  
**IND**—Improvised Nuclear Device  
**IOT&E**—Initial Operational Testing & Evaluation  
**ITR**—Individual Training Record  
**JCMEC**—Joint Captured Material Exploitation Center  
**JROD**—Jet Remote Ordnance Disrupter  
**MAJCOM**—Major Command  
**MO**—Military Ordnance  
**MTAB**—Military Technical Acceptance Board  
**NAVSCOLEOD**—Naval School Explosive Ordnance Disposal  
**NAVEODTECDIV**—Naval Explosive Ordnance Disposal Technology Division  
**NCO**—Non-Commissioned Officer  
**NSO**—Nuclear Support Office  
**OCONUS**—Outside Continental United States  
**ORD**—Operational Requirements Document  
**OSD**—Office Secretary of Defense  
**PACAF**—Pacific Air Force  
**PCS**—Permanent Change of Station  
**POC**—Point of Contact  
**POM**—Program Objective Memorandum.  
**PR**—Periodic Reinvestigation  
**PRP**—Personnel Reliability Program  
**RCRA**—Resource Conservation Recovery Act  
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**TTAB**—Technical Training Acceptance Board

**USAFE**—United States Air Force Europe

**USAEODVIPPSA**—United States Army Explosive Ordnance Disposal Very Important Persons Protection Support Activity

**USCENTAF**—United States Central Air Forces

**USSS**—United States Secret Service

**UTC**—Unit Type Code

**VIP**—Very Important Person

**WMP**—War Mobilization Plan

**(Added-USAFE) *Abbreviations and Acronyms***

**ADR**—Ammunition Disposition Request

**| AMST**—Agile Munitions Support Tool

**AS**—Allowance Source

**BCE**—Base Civil Engineer

**CNWDI**—Critical Nuclear Weapon Design Information

**CONPLAN**—Contingency Plan

**DIA**—Defense Intelligence Agency

**DMS**—Defense Messaging Service

**DRF**—Disaster Response Force

**DTRA**—Defense Threat Reduction Agency

**GSU**—Geographically Separated Unit

**JQS**—Job Qualification Standard



**NATO**—North Atlantic Treaty Organization

**OI**—Operating Instruction

**OPLAN**—Operations Plan

**SITREP**—Situation Report

**TODO**—Technical Order Distribution Office

**WMD**—Weapons of Mass Destruction

### *Terms*

**Area Control Center**—A U.S. Army EOD Control Center providing operational control, planning, and administrative service for an assigned geographical areas.

**Certification & Qualification**—An individual, trained and signed-off as competent to accomplish a task is “qualified.” Qualification is certified by someone with authority over the qualifying person as formal confirmation or guarantee that the individual is ready to perform the task.

**Common-Type Training**—EOD training required by two or more Services for normal EOD operations.

**Coordination**—Active participation by those Service elements with an interest in EOD activities.

**Department of Defense (DoD) EOD Program Board**—A board with a representative from each military department that advises the Executive Manager (EM) in EOD technology and training matters.

**Direct Support Unit**—A level of nuclear capability (full capability nuclear support) maintained by units that support nuclear weapon storage areas, one or more consolidated support bases storing these systems, or a location identified by Air Mobility Command (AMC) as a primary throughput or divert-location.

**Executive Manager (EM)**—A U.S. Navy Flag Officer appointed by the Secretary of the Navy to manage the DoD EOD technology and training, including: EOD research and development (R&D) programs. EOD procedures and related technical documentation required by operational forces. Common-type EOD training of operational forces.

**Explosive Ordnance (EO)**—All munitions containing explosives, nuclear fission or fusion materials, and biological and chemical agents. This includes bombs and warheads; guided and ballistic missiles; artillery, mortar, rocket and small arms ammunition; all mines, torpedoes, and depth charges; demolition charges; pyrotechnics; clusters and dispensers; cartridge and propellant actuated devices; electro-explosive devices; clandestine and improvised explosive devices; and all similar or related items or components explosive in nature.

**Explosive Ordnance Disposal (EOD)**—The detection, identification, on-site evaluation, rendering safe, recovery, and final disposal of unexploded explosive ordnance, including damaged or deteriorating explosive ordnance. It may also include explosive ordnance which has become hazardous by damage or deterioration.

**EOD Incident**—The suspected or detected presence of unexploded explosive ordnance, or damaged explosive ordnance, which constitutes a hazard to operations, installations, personnel or material. Not included in this definition are the accidental arming or other conditions developing during the manufacture of high-explosive material, technical service assembly operations, or the laying of mines and demolition charges.

**EOD Procedures**—Those particular courses or modes of action taken by an explosive ordnance disposal team for access to, diagnosis, rendering safe, recovery, and final disposal of explosive ordnance or any hazardous material associated with an EOD incident. EOD procedures are never performed by less than two trained and qualified individuals.

**Access Procedures**—Those actions taken to locate exactly and gain access to unexploded explosive ordnance.

**Diagnostic Procedures**—Those actions taken to identify and evaluate unexploded explosive ordnance.

**Render Safe Procedures**—The portion of the EOD procedures involving the application of special explosive ordnance disposal methods and tools to provide for the interruption of functions or separation of essential components of unexploded explosive ordnance to prevent an unacceptable detonation.

**Recovery Procedures**—Those actions taken to recover unexploded explosive ordnance.

**Final Disposal Procedures**—The final disposal of explosive ordnance which may include demolition or burning in place, removal to a disposal area, or other appropriate means.

**EOD Team**—Comprised of two or more personnel (AFS 3E8X1, at least one who has been awarded a 5 or higher skill level) with special training and equipment who perform EOD procedures on explosive ordnance (such as bombs, rockets, mines, projectiles, and booby traps), make intelligence reports on such ordnance, and supervise the safe removal thereof.

**Explosive Ordnance Reconnaissance (EOR)**—The investigation, detection, location, marking, initial identification and reporting of suspected unexploded explosive ordnance, by explosive ordnance reconnaissance agents, in order to determine further action.

**EOD Tools and Equipment**—Tools and equipment specifically designed for use by qualified EOD personnel to perform EOD procedures.

**Improvised Explosive Device (IED)**—A device placed or fabricated in an improvised manner incorporating destructive, lethal, noxious, pyrotechnic or incendiary chemicals, designed to destroy, disfigure, distract or harass. It may incorporate military stores, but are normally devised from non-military components.

**Improvised Nuclear Device (IND)**—A device incorporating radioactive materials designed to result in the dispersal of radioactive material or in the formation of nuclear-yield reaction. Such devices may be fabricated in a completely improvised manner or may be an improvised modification to a US or foreign nuclear weapon.

**Indirect Support Unit**—A level of nuclear capability (emergency nuclear support) maintained by all EOD units. Units that are not direct support units are by default indirect support units.

**Military Technical Acceptance Board (MTAB)**—A board composed of senior EOD Service detachment officers at the Naval EOD Technology Center (NAVEODTECHCEN) who approve tools, equipment, techniques, procedures, and publications for EOD use.

**Physical Possession**—The Service with custody of the EO at the time of an EOD incident. Physical possession ceases when the EO is intentionally launched, placed, fired, or released.

**Special Improvised Explosive Device (SIED)**—A device incorporating radioactive, chemical, and or biological materials designed to result in the dispersal of lethal, radioactive, or poisonous material or in the formation of nuclear-yield reaction. Such devices may be fabricated in a completely improvised

manner or may be an improvised modification to a US or foreign nuclear weapon.

**Technical Training Acceptance Board (TTAB)**—A board composed of senior EOD Service detachment officers at the Naval School EOD (NAVSCOLEOD) who coordinate, approve, and standardize all EOD common-type training under the purview of the EM.

**Unexploded Explosive Ordnance**—Explosive ordnance which has been primed, fuzed, armed, or otherwise prepared for action, and which has been fired, dropped, launched, projected or placed in such a manner as to constitute a hazard to operations, installations, personnel, or materiel and remain unexploded by malfunction or design, or for any other cause.

**(Added-USAFE) Terms**

**Flight Management**—The EOD Flight Chief or Superintendent or in their absence the senior ranking EOD person.

**Attachment 2**

**DELETED.**

**Attachment 3****IC 99-1 TO AFI 32-3001, EXPLOSIVE ORDNANCE DISPOSAL PROGRAM****1 OCTOBER 1999*****SUMMARY OF REVISIONS***

This IC changes the terminology that defines AF EOD Nuclear Support capabilities and the certification and training requirements for direct and indirect support units. It also changes the destruction requirement for DD Forms 2335, *DoD EOD Credentials*. This change incorporates the new instructions for completing AF Forms 3579 A-D, *Explosive Ordnance Disposal Report*. This change also deletes the mandatory requirement for submitting the monthly EOD report. A bar (|) indicates revision from the previous edition.

1.3.9. Ensure EOD units maintain direct and indirect support capabilities for nuclear systems as defined in [Attachment 1](#) and paragraph [2.4](#).

1.6.2.3.7. Coordinate with military liaison offices at the national laboratories to ensure information on maintenance alterations and weapons system updates are sent to MAJCOMs via official message.

1.14.3. Personnel assigned to direct support units attend a formal nuclear course such as *Joint EOD Advanced Nuclear Training*, or a command-unique formal course (e.g., *EUCOM EOD Nuclear Course*) every 48 months.

**2.4. Exercise and Contingency Support:****2.4.4. Nuclear Support Program:**

2.4.4.1. Direct Support Unit (Full Capability Nuclear Support). Unit personnel are assigned in PRP positions. Personnel are trained to perform all necessary EOD actions from site stabilization to site recovery.

2.4.4.1.1. EOD personnel certify initially upon assignment to a direct support unit. Individuals certify on EOD nuclear procedures including, as a minimum, render safe procedures, continuation procedures, and component recovery tasks (identify and recover without violating warnings or safety precautions relating to all hazards).

2.4.4.1.1.1. Recertification is not required unless an individual is decertified for cause. Use procedures outlined in 3E8X1 Career Field Education and Training Program (CFETP) for decertification and recertification procedures. EOD flight superintendents or their designated EOD-qualified representatives perform nuclear certification on EOD teams.

2.4.4.1.1.2. MAJCOMs can develop certification programs to fit their needs. In developing administrative details of certification programs, keep in mind the goal of certification is enhancing nuclear surety and safety standards – not paperwork.

2.4.4.1.2. EOD training on direct-supported systems consists of semi-annual classroom and annual practical training. Training on all DoD systems not directly supported consists of annual classroom training (as a minimum using TO 60N-60-1 and 60N-60-6). Direct support units conduct at least one annual Broken Arrow exercise involving at least one supported system.

2.4.4.2. Indirect Support Unit (Emergency Nuclear Support). Unit personnel maintain technical data and are trained to perform those actions necessary to stabilize an incident site (excluding ARC forces). Unit personnel are not normally on PRP but can perform initial evaluation of an accident/incident and emergency render safe procedures.

2.4.4.2.1. Indirect support units certify on nuclear tasks per 3E8X1 CFETP (nuclear core task items).

2.4.4.2.2. Training consists of annual classroom training on all active DoD systems (as a minimum using TO 60N-60-1 and 60N-60-6). Indirect support units conduct at least one annual Broken Arrow exercise.

2.5.3.3.7. When an individual separates or when duties do not meet the criteria in paragraph [2.5.3.1.](#), destroy credentials locally and annotate destruction in part 3 of semiannual inventory. Note: Written official correspondence from USAEODVIPPSA takes precedence over this paragraph.

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

##### **Departmental Publications**

AFPD 10-6, *Mission Needs and Operational Requirements*

AFI 10-201, *Status of Resources and Training Systems (SORTS)*

AFI 10-210, *Prime Base Engineer Emergency Force Program*

AFI 13-212, *Weapons Ranges Management*

AFPD 32-30, *Explosive Ordnance Disposal*

AFI 32-4001, *Planning and Operations*

AFI 32-9004, *Disposal of Real Property*

AFI 36-2104, *Nuclear Weapons Personnel Reliability*

AFI 36-2105, *Officer Classification*

AFI 36-2108, *Airman Classification*

AFI 36-3014, *Clothing Allowance for Air Force Personnel*

AFMAN 37-139, *Disposition of Air Force Records - Records Disposition Schedule*

AFR 136-8, *Interservice Responsibilities for Explosive Ordnance Disposal*

AFR 205-12, *Secret Service Support*

##### **DoD Directives, Regulations and Instructions**

DoD 3025.12, *Employment of Military Resources in the Event of Civil Disturbances*

DoD 5160.62, *Single Manager Responsibility for Military Explosive Ordnance Disposal Technology and Training*

DoD 5210.42, *Nuclear Weapon Personnel Reliability Program*

DoD 7000-14-R V7, PTA, *DoD Military Pay and Allowances Entitlements Manual*

### **Technical Orders**

TO 11N-1-1, *Joint Nuclear Weapons Publications System Operating Procedures, Specifications, and Standards*

TO 60A-1-1-7, *Field Evaluation and Intelligence*

TO 60N-60-1, *EOD Procedures, General Information Applicable to Nuclear Weapons*

TO 60N-60-6, *EOD Procedures, RSP for Nuclear Weapons*

### **Miscellaneous Instructions**

OPNAVINST 5513.3, *Implementation of EOD Non-nuclear Classification Guide.*

### **Abbreviations and Acronyms**

ACC—Air Combat Command

ACC/CEXE—Civil Engineering Readiness Explosive Ordnance Disposal Division

ABCA—American, British, Canadian, Australian Agreement

AETC—Air Education & Training Command

AFCESA—Air Force Civil Engineer Support Agency

AFI—Air Force Instruction

AFJI—Air Force Joint Instruction

AFMC—Air Force Materiel Command

AFPD—Air Force Policy Document

AFRC—Air Force Reserve Command

AFSOC—Air Force Special Operations Command

AFSPC—Air Force Space Command

AMC—Air Mobility Command

ANG—Air National Guard

AOR—Area of Responsibility

ANGRC—Air National Guard Readiness Center

ARC—Air Reserve Component

ASC—Aeronautical Systems Center  
BDC—Bomb Data Center  
BEEF—Base Engineer Emergency Force  
CAF—Combat Air Forces  
CASP—Computer Automated Software Program  
CDC—Career Development Course  
CE—Civil Engineer  
CEX—Civil Engineer Contingency Support Directorate  
CEXD—Civil Engineer Explosive Ordnance Disposal Division  
CFETP—Career Field Education and Training Plan  
CONUS—Continental United States  
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**Technical Training Acceptance Board (TTAB)**—A board composed of senior EOD Service detachment officers at the Naval School EOD (NAVSCOLEOD) who coordinate, approve, and standardize all EOD common-type training under the purview of the EM.

**Unexploded Explosive Ordnance**—Explosive ordnance which has been primed, fuzed, armed, or otherwise prepared for action, and which has been fired, dropped, launched, projected or placed in such a manner as to constitute a hazard to operations, installations, personnel, or materiel and remain unexploded by malfunction or design, or for any other cause.

## Attachment 2

### AIR FORCE EOD INCIDENT REPORTING SYSTEM

**A2.1. General.** The Air Force EOD incident reporting system gathers information about EOD operations within the Air Force. EOD units report their operations on AF Form 3579, Explosive Ordnance Disposal Report (RCS: HAF-CE (AR) 9355), called the EOD Report. The system allows managers to measure success and efficiency, plan training, and project future Air Force EOD activities. The AF Form 3579 is divided into four sections: AF Form 3579A, Explosive Ordnance Disposal Report; AF Form 3579B, Explosive Ordnance Disposal Range Operation Report; AF Form 3579C, Explosive Ordnance Disposal VIP Support Report; and AF Form 3579D, Explosive Ordnance Disposal Miscellaneous Report. All EOD reports will include an AF Form 3579A. For example, a unit submitting a VIP Support Report would complete an AF Form 3579A and AF Form 3579C. AF Form 3579A provides essential data pertaining to all other sections of the report. Note: AF Form 3579D is optional and may be used as directed by MAJCOMs.

A2.1.1. The EOD supervisor has considerable latitude to decide what procedures to use in each situation. When possible, use procedures in 60-series manuals. If EOD personnel must deviate from published procedures (as in TO 00-5-1), state the reason in the EOD report and describe the exact procedure via step-by-step sequence. This record allows subsequent evaluation of the procedure for possible inclusion in 60-series manuals.

**A2.2. Responsibility.** HQ AFCESA/CEXD reviews all EOD reports for adequacy of publications, tools, and equipment, and maintains historical records of significant reports.

### A2.3. Submitting EOD Reports:

A2.3.1. EOD units must submit an EOD report when they:

A2.3.1.1. Perform render safe or disposal procedures.

A2.3.1.2. Clear contaminated areas of explosive ordnance.

A2.3.1.3. Respond to an aircraft crash, in-flight emergency, ordnance pickup, IED incident, or request for EOD evaluation or technical assistance.

A2.3.1.4. Provide VIP Support

A2.3.1.5. Dispose of unserviceable or excess munitions or other material in accordance with AF Form 191, Ammunition Disposition Report, or other documents authorizing disposal.

A2.3.1.6. Find unknown foreign ordnance (see TO 60A-1-1-7 for initial reporting).

A2.3.1.7. Test an item or technique under simulated or actual operational conditions to determine if it satisfies the specified military requirements or characteristics. All units performing or supporting service test operations must include a brief description of the items tested and of the tests performed in their initial report.

A2.3.2. Submit supplementary reports for each subsequent search and recovery mission to finish an incomplete EOD operation or when a MAJCOM or HQ AFCESA requires certification or additional information. Units must submit EOD reports through the MAJCOM within five working days after completing an operation, or within five working days after the end of the month for consolidated reports. MAJCOMs review and electronically forward the report to HQ AFCESA/CEXD. MAJCOMs may not delay submitting the report to add photographs or other attachments. MAJCOMs may forward attachments as a supplementary report.

A2.3.3. MAJCOMs send a copy of all EOD reports containing information on deficiencies, recommendations for tools, equipment, and technical orders, or reports of unknown foreign ordnance to Det 63, NAVEODTECHDIV, 2008 Stump Neck Road, Indian Head MD 20640-5099.

A2.3.4. If a MAJCOM requires more information on an operation or needs clarification of an EOD report, forward the basic report to HQ AFCESA with a note in the narrative block stating a supplementary report follows. The MAJCOM then directs the unit to submit a supplementary report answering specific queries.

**A2.4. Classifying EOD Reports.** Classify EOD reports in accordance with applicable security directives and classification guides. Use guidelines from OPNAVINST 5513.3, *Implementation of EOD Non-nuclear Classification Guide*. *MAIL CLASSIFIED EOD REPORTS TO HQ AFCESA/CEXD. DO NOT SEND CLASSIFIED EOD REPORTS ELECTRONICALLY.*

A2.4.1. UNCLASSIFIED:

A2.4.1.1. EOD procedures for unclassified dispensers, launchers, and training and practice munitions.

A2.4.1.2. All other disposal procedures, unless replacing an RSP.

A2.4.1.3. Aircraft safing procedures.

A2.4.1.4. Using specific tools or procedures to gain access to munitions or its fuzing to perform an RSP or disposal.

A2.4.2. CONFIDENTIAL. These procedures require at least a CONFIDENTIAL classification:

A2.4.2.1. Disposal replaces an RSP (when no known RSP exists).

A2.4.2.2. Information revealing a lack of RSPs for munitions and fuzing.

A2.4.2.3. Information on contact with unknown foreign munitions of possible intelligence value (that is, not obsolete).

A2.4.2.4. Using specific tools or procedures to render safe specific munitions or its fuzing, including IEDs (except as noted above).

A2.4.2.5. Using a tool or procedure to simultaneously gain access and render safe a specific munitions item or its fuzing. For example, using a Jet Remote Opening Device (JROD) to break open a container is UNCLASSIFIED, but using a JROD to penetrate and disrupt components of a specified IED is CONFIDENTIAL.

## **A2.5. Preparing AF FORM 3579A, EOD Reports:**

A2.5.1. TO: HQ AFCESA/CEXD, 139 Barnes Drive, Suite 1, Tyndall AFB FL, 32404.

A2.5.2. THRU (MAJCOM): Enter the MAJCOM's complete mailing address.

A2.5.3. FROM: Enter the unit's complete mailing address.

A2.5.4. Block 1, REPORTED BY: Enter grade, name, and organization of the person first reporting the incident to EOD.

A2.5.5. Block 2, UNIT CONTROL NUMBER: The unit control number consists of the EOD TODO account number, the last two digits of the current year, and the numerical sequence of the incident for the calendar year. For example, the first incident of 1993 for the 437 CES would be F505S-93-0001. Supplemental reports for an incident have a sequential alphabetical suffix following the original report number (for example, F505S-93-001A, F505S-93-001B). Reports on incidents occurring in a previous calendar year but reported in the next have the date the incident terminates.

A2.5.6. Block 3: Enter the following:

A2.5.6.1. The time and date of the incident.

A2.5.6.2. The time EOD personnel started support.

A2.5.6.3. When the operation terminated.

A2.5.6.4. Report any EOD action after this stop-time and date via a supplemental report.

A2.5.7. Block 4A, PARTICIPATING: Enter the number of EOD and other personnel participating in the operation. Other personnel participating refers to personnel performing a function that would normally be performed by EOD personnel, if the other personnel were not available, for example, heavy equipment operators or security personnel.

A2.5.8. Block 4B, MANHOURS: Enter number of total work hours (M/H) expended by EOD and other personnel (see above) to directly support an operation. Exclude time spent away from the operation. Round time to nearest the work hour. Work hours need not correspond to the difference between the start and stop times. Direct support includes time for:

A2.5.8.1. Loading and unloading equipment.

A2.5.8.2. Essential travel.

A2.5.8.3. Preparing the operation and reports.

A2.5.9. Block 5, SPECIAL IDENTIFIER: In blocks 5A, 5B, 5C, and 5D, enter the appropriate codes from the pick list that applies to block.

A2.5.10. Block 6, INJURY/PROPERTY DAMAGE/ DEFICIENCY INFORMATION: In blocks 6A, 6B, and 6C, enter the appropriate codes from the pick list. Note: Injuries include personnel directly injured as a result of the incident. Property damage is damage resulting directly from the incident. Defi-

ciencies should include tools, equipment and procedures. Any YES entries can be further clarified in the narrative. For each deficiency, MAJCOMs should indicate the desired or actual corrective actions needed or taken.

A2.5.11. Block 7, EPA INFORMATION:

A2.5.11.1. Block 7A, PERMIT REQUIRED: Check block that applies to the incident.

A2.5.11.2. Block 7B, PERMIT TYPE: Fill in Emergency/Non-Emergency.

A2.5.11.3. BLOCK 7C, PERMIT NUMBER: The permit number issued for that response.

A2.5.12. Block 8, PERSONNEL PARTICIPATING: Include at least the grades and names of all participating EOD personnel.

A2.5.13. Block 9, ORDNANCE:

A2.5.13.1. In blocks 9A, 9B, 9E, and 9F, enter the appropriate codes from the pick list or field pull down list.

A2.5.13.2. In block 9C, enter the number of items involved. If bulk explosives are listed, list quantity for each different type of explosive and then indicate the quantity in pounds in the narrative.

A2.5.13.3. Block 9D is self-explanatory.

A2.5.13.4. In block 9G, indicate the technical orders or manuals and the specific paragraph used to perform the RSP or disposal.

A2.5.14. Block 10, ATTACHMENTS: List all attachments (for example, 1. Hold Harmless Agreement; 2. Incident Photo #1; 3. Incident Photo # 2; 4. EPA Permit).

A2.5.15. Block 11, TYPED OR PRINTED NAME AND SIGNATURE OF TEAM CHIEF: The EOD supervisor of the operation will type or print his or her name and sign to indicate the report is valid and complete. Electronically sign the form like this: //SIGNED//.

A2.5.16. Block 12, TYPED OR PRINTED NAME AND SIGNATURE OF EOD SUPERVISOR: The EOD flight chief types or prints his or her name and signs to approve the report. Electronically sign the form like this: //SIGNED//.

A2.5.17. Block 13, DATE: Enter the date the EOD flight chief signs the report.

A2.5.18. Block 14, MAJCOM STAFF MANAGER: The MAJCOM EOD staff manager prints, stamps, or types his or her name and signs indicating the forms are correct and complete. Electronically sign the form like this: //SIGNED//.

A2.5.19. Block 15, MAJCOM COMMENTS: MAJCOMs check YES or NO. If yes, add comments in the narrative block or as an attachment.

A2.5.20. Block 16, DATE: Date of MAJCOM review.

A2.5.21. NARRATIVE:

A2.5.21.1. Include a narrative when the EOD operation is unusual or significant, or when you deviate from TO procedures or use untested ones.

A2.5.21.2. To clarify or record an incident, include an operation narrative.

A2.5.21.3. Include any deficiencies or recommendations for tools, equipment, or TOs. Submit TO change requests on AFTO Form 22 (see TO 00-5-1) and unsatisfactory reports on equipment according to TO 00-35D-54.

A2.5.21.4. Ensure narratives tell a complete story so other units can benefit from your experience.

A2.5.21.4.1. Attach or digitally scan maps, drawings, pictures, and like items to enhance the report. For unknown ordnance items, include measurements, markings, painting, or digital photographs.

A2.5.21.4.2. Fully describe any damage, injuries, or deaths incurred as a direct result of EOD operations.

A2.5.21.4.3. Include a brief statement describing how you finally disposed of the items. Use supplemental sheets as necessary.

A2.5.21.5. When you deviate from approved and published procedures, report the exact procedures you used in step-by-step sequence. Include why you deviated and as many photographs as possible.

A2.5.21.6. When performing untested procedures or developing procedures in the field for munitions with no approved EOD procedures, describe these procedures in full detail in step-by-step sequence. Include the tools; amount, type, and placement of explosive, protective measures; and so on. Include a sequence of photographs or drawings, if possible. Clearly state when untested procedures are used.

A2.5.21.7. If additional space is needed, use a narrative continuation sheet.

**A2.6. Preparing AF FORM 3579B, EOD Range Operation Reports.** When completing EOD Range Operation Reports, ensure AF Form 3579A has been completed.

A2.6.1. Block 1, UNIT CONTROL NUMBER: Enter Unit Control Number.

A2.6.2. Block 2, CUSTOMER WORK ORDER/CONTROL NUMBER: Enter locally assigned customer control number if applicable.

A2.6.3. Block 3, RANGE IDENTIFICATION: Check the type of range and the frequency of clearance.

A2.6.4. Block 4, TARGETS CLEARED: Check all that apply.

A2.6.5. Block 5, RECOVERED ORDNANCE DATA: Number in tons.

A2.6.6. Block 6, DISPOSAL DATA: Check the applicable blocks.

A2.6.7. Block 7, COST DATA: Enter values for each that applies, rounded up to the nearest dollar.

A2.6.8. Block 8, EXPENDITURES LIST: Enter the quantities for each item expended.

A2.6.9. Block 9, DEMOLITION MATERIALS USED: Enter the quantity of materials used.

A2.6.10. BLOCK 10, ADDITIONAL EXPENDITURES: Enter the quantity of additional materials expended.

**A2.7. Preparing AF FORM 3579C, EOD VIP Support Reports.** When completing VIP support reports (AF Form 3579C), ensure an AF Form 3579A has been completed.

A2.7.1. BLOCK 1, UNIT CONTROL NUMBER: Enter Unit Control Number.

A2.7.2. Block 2, VIP MISSION NUMBER: Enter VIP mission number.



A2.7.3. Block 3, TEAM REQUIREMENTS: Enter the number of team requirements to support the mission.

A2.7.4. Block 4, PROTECTEE: Check the applicable block.

A2.7.5. Block 5, AGENCY SUPPORTED: Check the applicable block.

A2.7.6. Block 6, LOCATION: Enter location of VIP mission.

A2.7.7. Block 7, DATES: Enter start and end date of VIP mission.

A2.7.8. Block 8, ESTIMATED COST: Enter cost in the appropriate block in dollars.

A2.7.9. Block 9, CONFINED SPACE ENTRY: Check the applicable block. If yes (confined space entry was performed), explain in narrative.

A2.7.10. Block 10, CLOTHING ALLOWANCE INFORMATION: The first two entries will be the same every time until you receive a new clothing allowance. Then the same new information will be used every time on future reports.

A2.7.10.1. Rank: Enter rank of the individual receiving the allowance.

A2.7.10.2. Name: Enter the name of the individual receiving the allowance.

A2.7.10.3. Date Received: Enter date payment was received.

A2.7.10.4. Amount Received: Enter the amount of allowance received.

A2.7.10.5. Actual Spent on Mission: For the first mission under this new reporting system, personnel should estimate the total cost for all missions since their last clothing allowance was received. Enter the amount actually spent on appropriate clothing to support subsequent missions rounded up to the nearest dollar. This information will be used as historical data to justify future clothing allowance increases.

A2.8. Preparing AF FORM 3579D, EOD Miscellaneous Report. When completing EOD Miscellaneous Reports (AF Form 3579D), ensure AF Form 3579A has been completed. This report is optional and may be used as directed by MAJCOMs.

A2.8.1. Block 1, UNIT CONTROL NUMBER: Enter unit control number.

A2.8.2. Block 2, TRAINING INFORMATION: Complete all applicable sections.

A2.8.4. Block 3, TDY INFORMATION: Complete all applicable sections.

A2.8.5. Block 4, ASSIGNED PERSONNEL: Complete all applicable sections.

A2.8.6. Block 5, OUTBOUND PERSONNEL: Complete all applicable sections.

A2.8.7. Block 6, INBOUND PERSONNEL: Complete all applicable sections.

A2.8.8. Block 7, MANPOWER UTILIZATION: Complete all applicable sections.

## **A2.9. Handling Incomplete EOD Operations:**

A2.9.1. It may be extremely difficult to determine how many explosive or hazardous items remain after an aircraft crash, storage-area explosion, or similar disaster. EOD units must make every reasonable effort to recover and dispose of all explosive and hazardous items. When units cannot recover or account

for all explosive or hazardous items during the initial response, the EOD operation is incomplete and units must report the operation using these guidelines:

A2.9.1.1. In Block 9, ORDNANCE: Include the total number of items recovered or accounted for during the initial response.

A2.9.1.2. In Narrative Block: The initial EOD report must include the total number of explosive and hazardous items involved.

A2.9.2. Prepare an EOD Supplementary Report on AF FORM 3579A for each subsequent search and recovery mission until you complete the operation:

A2.9.2.1. In Block 9, ORDNANCE: Include the number of items recovered as of this report.

A2.9.2.2. In Narrative Block: include the total number of explosive and hazardous items and the number of items recovered during previous missions.

A2.9.3. If reasonable search efforts fail to recover or account for all explosive and hazardous items, the EOD unit enters the non-recoverable or the unaccounted items in Block 9 before forwarding the report to the MAJCOM for approval.

A2.9.4. Final recap of the last supplementary report and the number of items involved and number of items recovered.

A2.9.5. Coordinate the report with the accident investigation board or on-scene commander and recommend the EOD operation be considered complete.

**A2.10. Deployed Location Reporting.** When an EOD team deploys to another base with an EOD unit, the deployed EOD team must use the established EOD unit's control number. Deployed teams must report to Detachment 63 the number of TO sets dispatched so TO distribution can be increased to the deployed base. If a team deploys to a location without an established EOD unit, they will enter their unit control number followed by an X and begin the numerical sequence number with 1001 (for example, F505X-93-1001). The combination of a new address and the unit control number indicates a new unit. MAJCOMs will notify Detachment 63 so the deployed team can receive a new number.

**A2.11. Disposition of EOD Reports.** Maintain and dispose of EOD reports according to AFMAN 37-139.

## Attachment 4

## IC 2003-1 TO AFI 32-3001, EXPLOSIVE ORDNANCE DISPOSAL

16 JULY 2003

## SUMMARY OF REVISIONS:

This interim change (IC) incorporates instructions for completing the new AF Form 3579, Explosive Ordnance Disposal Incident Reporting System (EODIRS), and attachments. Additionally, it provides guidance to perform “other than operational range” activities in support of environmental, construction, and other actions. The IC also identifies 342d Training Squadron responsibilities, clarifies the requirements and qualifications for EOD nuclear certifiers, and reestablishes the requirement (mistakenly omitted during the publishing process for the current AFI) to reaccomplish formal EOD School after significant breaks in EOD duties.

1.2.12. Maintain the Air Force Explosive Ordnance Disposal Incident Reporting System (EODIRS) database and all historical archives of EOD reports in accordance with AFMAN 37-139, *Disposition of Air Force Records - Records Disposition Schedule*.

1.2.13. Review EOD incident reports received from MAJCOMs and correct any reported deficiencies. Forward reports of actual Improvised Explosive Device (IED) incidents to the Federal Bureau of Investigation Bomb Data Center (FBIBDC) and Alcohol, Tobacco and Fire Arms Arson and Explosive National Repository Branch (ATFAENRB)

1.3.4. Review EOD incident reports originating within the command and correct any reported deficiencies. Forward all reports using the EODIRS to HQ AFCESA/CEXD within 5 working days from date received from units.

1.9.8. 342d Training Squadron:

1.9.8.1. Develops and administers EOD training curriculum for the EOD Preliminary Course based on input from the AFCFM, career field, and Eglin Naval EOD School.

1.9.8.2. Provides and advocates for resources for the EOD Preliminary Course.

1.9.8.3. Indoctrinates and evaluates prospective EOD applicants to determine potential for successful completion of the Basic EOD Qualification Course.

1.9.8.4. Provides necessary training to prime prospective EOD applicants for advancement to the Basic EOD Qualification Course.

Delete the current “Note” following paragraph [1.14.2.3.](#) and current paragraph [1.14.3.](#)

Replace with paragraphs [1.14.2.3.1.](#) , [1.14.2.3.2.](#) ; and [1.14.3.](#) below:

1.14.2.3.1. Personnel assigned to direct support units attend a formal nuclear course (e.g., *Joint EOD Advanced Nuclear Training*) or a command-unique formal course (e.g., *EUCOM EOD Nuclear Course*) every 48 months.

1.14.2.3.2. ARC forces tasked to support nuclear weapons during contingencies will attend Joint EOD Advanced Nuclear Weapons training.

1.14.3. Reacmplish the basic EOD course when:

2.4.2.3. Deployed teams must coordinate with Detachment 63 the number of TO sets dispatched so TO distribution can be increased to the deployed base. MAJCOMs will coordinate with Detachment 63 and HQ AFCESA/CEXD so that the deployed team can receive a new TODO account and Unit Control Number.

2.4.4.1.1.1. EOD flight chiefs or superintendents designate EOD-qualified representatives to perform nuclear certification of EOD teams. EOD-qualified is defined as holding a duty AFSC of 3E8X1 or 32E3/4 H/K and filling a valid EOD position. The certifier must be designated in writing, JQS task-qualified, and specific weapon(s)-certified. Additionally, the certifier must meet all qualification requirements listed in the appropriate training instruction .

2.4.4.1.1.2. Recertification is not required unless an individual is decertified for cause. Use procedures outlined in AFI 36-2201, Vol 3, *On-The-Job Training Administration*, and 3E8X1, *Career Field Education and Training Program (CFETP)*, for decertification and recertification procedures.

2.4.4.1.1.3. MAJCOMs can develop certification programs to fit their needs. In developing administrative details of certification programs, keep in mind the goal of certification is enhancing nuclear surety and safety standards – not paperwork.

## 2.6. EOD Reporting:

2.6.1. Air Force EOD Field Units will use the Microsoft Access-based EOD Incident Reporting System (EODIRS) AF Form 3579 (RCS: HAF-CE (AR) 9355) to gather and report information regarding EOD operations to their respective MAJCOM. This report contains facts and statistics for managing the Air Force EOD program. Managers use it to analyze trends, identify deficiencies, plan training, and project future activities in all aspects of the EOD program. The emergency status of this report is category level two (C-2) and requires you to continue normal reporting during emergency conditions.

2.6.2. EOD units will submit reports to their respective MAJCOM within 5 working days after response termination.

2.6.3. MAJCOMs will review, approve, and forward all reports to HQ AFCESA/CEXD within 5 workings from date received from units.

2.6.4. Reports will be submitted using the instructions provided with the user's manual of the EODIRS.

2.6.5. Units and MAJCOMs will also upgrade and maintain the most recent software release that is posted on the HQ AFCESA/CEXD web page.

2.6.6. Units and MAJCOMs will use the secure version of the EODIRS when submitting classified EOD reports; all classified reports will be routed through the Secret Internet Protocol Router Network (SIPR-NET) .

2.6.7. HQ AFCESA/CEXD will review all EOD reports and maintain a historical database for the EODIRS.

2.6.8. When an EOD team deploys to another base with an EOD unit, the deployed EOD team must use the host EOD Unit Control Number. If a team deploys to a location without an established EOD unit, they will coordinate with their gaining MAJCOM to establish a new unit control number (UCN).

## 2.7. FBI Bomb Data Center and ATF Arson and Explosive National Repository Branch.

2.7.1. The FBIBDC and ATFAENRB collect information on IEDs and terrorist activities encountered by civil law enforcement, public safety, and military agencies, including types of IEDs found in various loca-

tions. They evaluate, record, and disseminate this data to authorized personnel and agencies participating in the program to aid in preparing contingency plans .

2.7.2. All USAF EOD units must participate in the FBIBDC and ATFAENRB programs and will maintain the respective program publications as directed by their MAJCOM. EOD units submit requests to establish or delete accounts and unit address changes to HQ AFCESA/CEXD.

2.7.3. EOD units will not send any reports directly to FBIBDC or ATFAENRB.

2.7.3.1. EOD units will forward unclassified EOD reports involving improvised explosive or incendiary devices to their respective MAJCOMs using the EODIRS. EOD units must forward classified reports using the secured version of the EODIRS through the SIPRNET.

2.7.3.2. In turn, MAJCOMs will forward reports to HQ AFCESA/CEXD using the same security measures originated by EOD units.

2.7.3.3. HQ AFCESA/CEXD will forward a consolidated monthly EODIRS report of all IED incidents to the FBIBDC and ATFAENRB.

2.7.4. FBI and ATF documents that are preprinted with marking such as “RESTRICTED INFORMATION” and/or “LAW ENFORCEMENT SENSITIVE” will be treated as “FOR OFFICIAL USE ONLY” (FOUO).

2.8. Other Than Operational Range Support.

2.8.1. EOD supports routine, periodic active range clearance per AFI 13-212, Volume 1, *Range Planning and Operations*. EOD units will not normally perform nor are they responsible for activities outside the scope of AFI 13-212 in relation to any range or other munitions response site.

2.8.2. Non-emergency or planned support on other than operational ranges is outside the scope of core competencies for EOD. The below listed duties are examples of tasks EOD would not be responsible for:

2.8.2.1. Third-party QAE of contracts.

2.8.2.2. Natural & cultural environmental escorts.

2.8.2.3. Research and provide ordnance information (other than emergency response).

2.8.2.4. Recurring construction support.

2.8.2.5. Sub-surface UXO recovery (e.g., area remediation that is not in support of ordnance R&D/OT&E).

2.8.2.6. Contract oversight.

2.8.2.7. Lend-lease-grant final land clearance subsequent to land use by commercial ventures .

2.8.2.8. Final land-surveys required prior to closure or re-characterization of operational ranges.

NOTE: MAJCOM EOD staffs may authorize performance of the above tasks for unique individual situations/operations when it provides a warskills benefit. Parameters should be established in a supplement to this AFI and in individual memorandums between the contract executing agent, unit involved, and MAJCOM EOD staff. Courtesy copy HQ AFCESA/CEXD on such memorandums.

2.8.3. Emergency support to other than operational range activities is part of the core competencies for EOD. Upon proper notification, EOD responds to any munitions emergency :

2.8.3.1.To ensure Public Safety.

2.8.3.2.To identify unknown munitions.

2.8.3.3.When there are possible chemical munitions involved (limited to emergency actions prior to arrival of specialized teams).

2.8.4. EOD will provide a one-time response to first found munitions or other emergency support as outlined in a MAJCOM EOD staff-coordinated memorandum of agreement (MOA) or other coordinating document. The MOA will include the following as a minimum:

2.8.4.1.Required amount of resources (equipment, explosives, personnel, time).

2.8.4.2.Specific responsibilities provided (EPA permits, security, medical etc.).

2.8.4.3. Specific responsibilities/duties military is to perform/conduct.

2.8.4.4. Parameters for reimbursement – fee for service – if required.

Attachment 2

DELETED.